

A Better Way to Manage Rooms, Events, and Resources

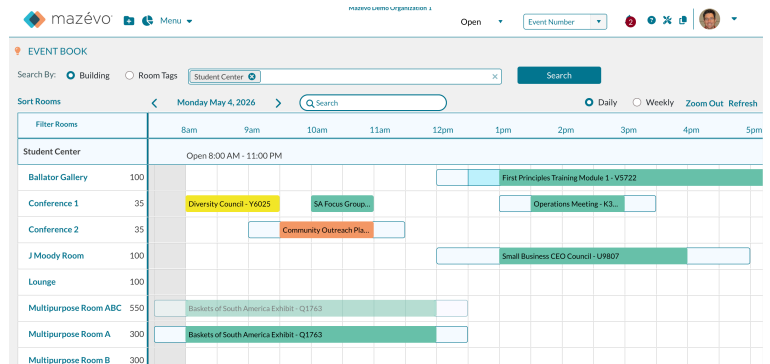
Outlook works well for simple meetings, but it starts to fall short as soon as events involve shared spaces, setup needs, approvals, and multiple teams. As events grow more complex, scheduling becomes less about putting time on a calendar and more about coordinating people, resources, and rules, which Outlook is not designed to handle.

Why Outlook Works Until It Doesn't

- Outlook is effective for personal calendars and simple meetings.
- It works because it is familiar, widely available, and easy to use.
- Early limitations are often hidden by manual coordination and individual effort.
- As scheduling volume increases, errors and conflicts become more common.

What Changes When Events Become Complex

- Events introduce setup time, resources, staffing, and approvals.
- Scheduling becomes a workflow rather than a calendar entry.
- Multiple departments must coordinate around shared spaces.
- Outlook lacks structure for governance, visibility, and reporting.



Filter Rooms	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
Student Center	Open 8:00 AM - 11:00 PM									
Ballator Gallery 100										First Principles Training Module 1 - V5722
Conference 1 35		Diversity Council - Y6025		SA Focus Group				Operations Meeting - K3		
Conference 2 35			Community Outreach Pla...							
J Moody Room 100										Small Business CEO Council - U9807
Lounge 100										
Multipurpose Room ABC 550										Baskets of South America Exhibit - Q1763
Multipurpose Room A 300										Baskets of South America Exhibit - Q1763
Multipurpose Room B 300										

How a System Like Mazévo Supports People, Process, and Policy

- Guided request forms help capture complete and accurate event details.
- Centralized workflows manage requests, approvals, and changes.
- Built-in rules prevent conflicts and enforce scheduling policies.
- Reporting provides insight into space usage and operational demand.

Why Schedulers Feel the Pain First, but Everyone Benefits

- Schedulers manage exceptions and absorb coordination overhead.
- Requesters benefit from clearer expectations and fewer emails.
- Event staff receive better information and fewer surprises.
- Leadership gains visibility into how space and resources are used.
- Outlook can still be used for personal calendars and to view facility schedules