

Booking Space on the Virtual Event Management System (EMS)

Website: <https://emscampus.app.vanderbilt.edu/VirtualEMS/>

Helpful How-To Prezi:

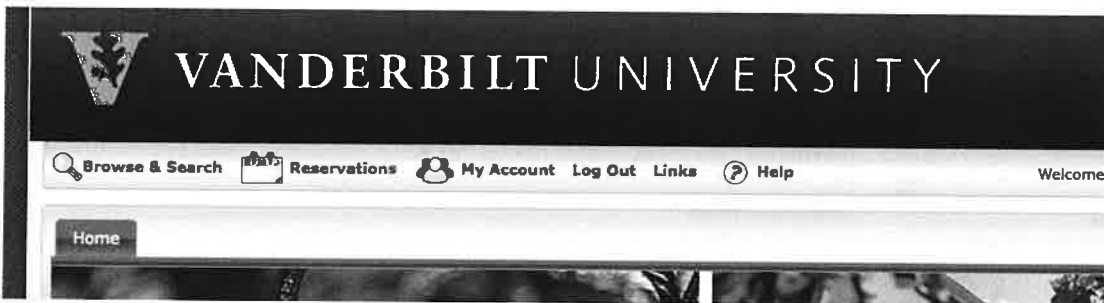
https://prezi.com/l9j-tshkv0oo/how-to-use-virtual-ems/?utm_campaign=share&utm_medium=copy

1. Log-in

- a. You will need your VU Net ID and e-Password



2. The New Home Screen will give you a variety of options. The most helpful are below:



- a. Browse & Search:
 - i. *Check Availability*: this will let you search locations and see if there are already bookings made for the space or not before you try to reserve it
 - ii. *Calendar of Events*: Lists all events happening on campus and their locations
 - iii. *Room Set-Ups and Capacities*: Lists all locations on campus that can be booked with their metrics of capacity and structure
- b. Reservations:
 - i. You can select a larger area of campus as a shortcut to make the reservation
 - ii. If you click on the area you are interested in, it will provide further location details, such as food policy
 1. Some locations have fees associated with them
- c. Links
 - i. How to Use Virtual EMS (Prezi link above)
 - ii. Other helpful event planning websites if working through VU
- d. Help

Example: Booking a space for a program!



1. Place Mouse over
2. Click your Choice from the drop-down menu (ex. R&E - Student Centers and Provost Event Spaces)
3. Fill Out the **When and Where** and take note of the location information on the right
4. Once all information is filled-in, click **Find Space** at the bottom of the section.

R&E - Student Centers and Provost Event Spaces

Info Location Details

When and Where

Date:* 1/31/2018 Wed

Start Time:* End Time:*

Facilities:
Student Life Center

Setup Information

Attendance:*

Availability Filters

Room Type:

Floor:

Features:

- Built-in Sound System
- DVD/VCR
- LCD Video Projector & Screen
- Lectern w/ microphone
- Performance sound system
- Pipe & Drape
- Portable stage
- Specialty Lighting

Requests for these spaces should be made at least two weeks in advance. If you are trying to reserve one of the spaces below within two weeks you will receive an error message. To reserve an event space in one of the Student Centers, enter the required information on the left and click "Find Space". These are the Student Centers event spaces that may be requested:

- Alumni Hall Lounge
- Alumni Hall Joe C Davis Memorial Hall
- Alumni Hall Reading Room
- Sarratt 216/220
- Sarratt Cinema
- Student Life Center Ballrooms
- Student Life Center Board of Trust Room
- Rand Lounge
- Klissam Center C210 MPR

If you would like to request a meeting room in one of the Student Centers please choose the *Student Centers Meeting Rooms* template.

You may NOT use these spaces for recurring reservations. You can use request recurring reservations in the Student Centers Meeting Rooms.

Important Notes!

A PDF with initial charges will be attached to your confirmation email. Your event manager will be in contact and will let you know if any additional charges will be added to your reservation.

R&E - Student Centers and Provost Event Spaces

Info Location Details

When and Where

Date: * 2/16/2018 Fri Recurrence

Start Time: * 5:00 PM End Time: * 6:00 PM

Facilities: Student Life Center

Setup Information

Attendance: * 100

Availability Filters

Room Type: Event Space

Floor:

Selected Locations

No rooms currently selected

List Grid

Friday, February 16, 2018 12 Hours

Room	Cap	8	9	10	11	12 PM	1	2	3	4	5	6	7
Student Life Center													
+ Student Life Center 140	216												

5. On the right side of the screen, your search results will display the options that meet your criteria in the selected region of campus.

Room	Cap
Student Life Center	
+ Student Life Center 140	216

6. We can see that Student Life Center 140 is available.
- To view a picture and more information about the room, you can click on the blue words "Student Life Center 140" Student Life Center 140
 - To select the space, click the green box to the left of the text
 - Check I have read and agree to the terms and conditions View then click

R&E - Student Centers and Provost Event Spaces

Info Location Details

When and Where

Date: * 2/16/2018 Fri Recurrence

Start Time: * 5:00 PM End Time: * 6:00 PM

Facilities: Student Life Center

Setup Information

Attendance: * 100

Availability Filters

Room Type: Event Space

Floor:

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/16/2018 Fri		5:00 PM	6:00 PM	Student Life Center 140 Board of Trust Room	Request	100	

List Grid

Friday, February 16, 2018 12 Hours

Room	Cap	8	9	10	11	12 PM	1	2	3	4	5	6	7
Student Life Center													
+ Student Life Center 140	216												

I have read and agree to the terms and conditions View

d. On the next page, fill in the required information (see next picture) and then click

at the bottom

e. Your request will be processed. Once it is approved, or if they have any questions, you will be contacted by email.

When and Where

Date: *
2/16/2018 Fri Recurrence

Start Time: * 5:00 PM End Time: * 6:00 PM

Facilities:
Student Life Center

Setup Information

Attendance: *
100

Availability Filters

Room Type:
Event Space

Floor:
1st Floor

Features:
 Pipe & Drape
 Portable stage
 Specialty lighting
 Stage lighting
 Tables & Chairs
 White Board
 WiFi
 Windows

Find Space

Event Details

Event Name: * Event Type: *

Group Details

Group: *

1st Contact: *

Phone: * Fax: *

Email: *

2nd Contact: *

Phone: * Fax: *

Email: *

Other Information

Have you checked Anchorlink to ensure that your event does not overlap with any other large-scale programs?: *

Please provide a detailed description of your event: *

What time will your event begin (Do not include load-in time): *

What time will your event end (Do not include load-out time): *

How much time will you need for load in?: *

How much time will you need to load out?: *

Who is invited to attend your event?: *

Who is invited to attend your event?: *

Will your event involve minors who are under the age of 18 and are NOT Vanderbilt Students?: *

Will this event will be ticketed through Sarratt Box Office and Ticketmaster?: *

List any campus partners, VU departments or non-Vanderbilt partners who will be co-sponsoring this event: *

List all artists, performers, and/or speakers who will be providing services for this event: *

List all third party vendors, rental companies, or other organizations who will be providing services for this event: *

Some event spaces have default setups and others do not. Choose your setup needs. Charges may apply... *

Special Requests: *

Are you planning to use any audio visual equipment (LCD projector, Mics, etc): *

Will you serve food at your event?: *

Who will be catering your event? The caterer must be approved by your event manager:

Will alcohol be served at this event? (Licensed bartender is required): *

Will your event require assistance from VUPD or security? (Alcohol requires this): *

Will you require special parking arrangements?: *

Billing Information

COA/POET STRING: *

I have read and agree to the terms and conditions [View](#)

Submit