

# **WCSU**

# **Virtual EMS (VEMS)**

# **User's Manual**

**Version 2.0**  
**September 2015**

EMS Campus 4.0



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# PREFACE

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Welcome to the *WCSU Virtual EMS (VEMS) User's Manual*. The purpose of this manual is to answer your questions and guide you through the procedures necessary to use the VEMS application efficiently and effectively.

## Conventions used in the manual

- Information that can vary in a command, called variable information, is indicated by alphanumeric characters enclosed in angle brackets; for example, <Location>. Do not type the angle brackets when you specify the variable information.
- A new term, or term that must be emphasized for clarity of procedures, is *italicized*.
- Page numbering is “online friendly.” Pages are numbered from 1 to x, *starting with the cover* and ending on the last page of the index.
- This manual is intended for both print and online viewing.
- If information appears in [blue](#), it is a hyperlink. Table of Contents and Index entries are also hyperlinks. Click the hyperlink to advance to the referenced information.

## Organization of the manual

- [Chapter 1 - Getting Started with VEMS](#) details the procedures for opening and logging into VEMS as well as logging off the VEMS.
- [Chapter 2 - Browse Menu](#) details the options that are available on the Browse menu, including browsing for events, facilities, and/or space as well checking yourself and groups into and out of a building for an event.
- [Chapter 3 - Reservations Menu](#) details the different types of room requests that can be available to you on the Reservations menu and how you complete a room or services request in VEMS.
- [Chapter 4 – Services](#) details the different services that can be added to room request, including catering, audio visual and technology, decorating, etc.
- [Chapter 5 - My Account Menu](#) details the options that are available on the My Account menu, including creating a new account, modifying your user profile, setting up delegate accounts, setting default values for certain fields on the Room Request page, and creating a list of favorite rooms to search when requesting a room.

# CHAPTER 1 GETTING STARTED

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## THE BASICS

Virtual Event Management System, or VEMS, is a web-based application that allows users to browse events in a calendar, view facility information, and submit and manage room reservations and service requests. You can access VEMS through any standard Internet browser.

It is important that any user of Virtual EMS understand the reservation structure. EMS uses a three-tiered approach to handling reservations. The three levels are:

Reservation - Think of this as the file folder which contains the basic "what" and "who" information on an event; in other words the name of the event and the sponsor.

Booking - These are the "sheets of paper" in the file folder. They indicate the "where" and the "when" of the event. There can be one or more bookings for each reservation. For example, an organization might schedule a conference that spans three days and uses two rooms each day. The one reservation has six bookings associated with it.

Services - Within each booking, there can be any number of service also known as booking details. You can think of them as the line items on the papers in the folder. Booking details are the items or services needed for an event. For example, any equipment, food service or personnel needed would be indicated as a service.

Most services have associated "service orders" which are basically time frames for the use of an item or service. For example, you might have a request for a projector for 11:30am to 1:00pm within an event that runs from 9:30am to 8:00pm.

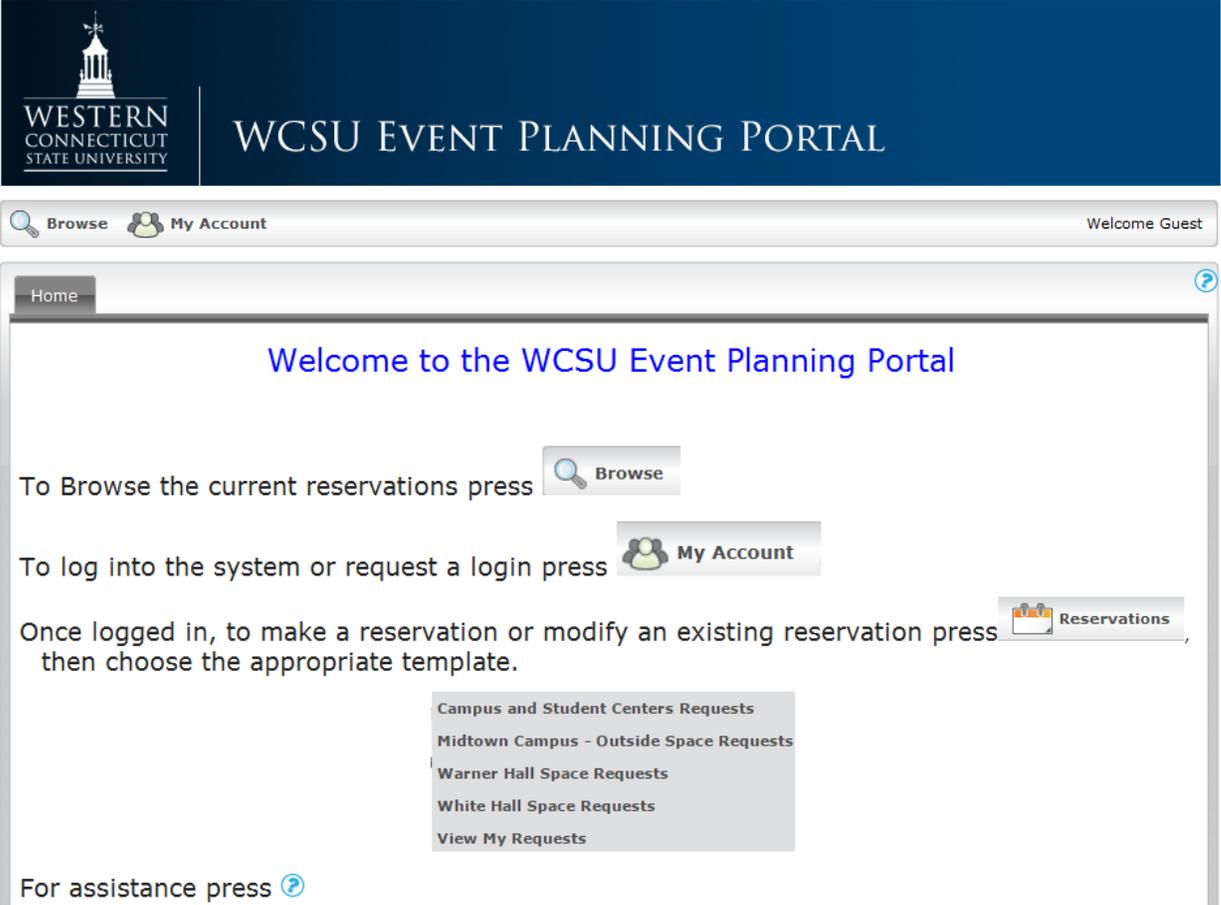
EMS also uses different times for a booking:

- Event Time - The actual time period for the event.
- Setup/Tear Down Hours - The hours (or fraction of hours) added to the event time to allow staff to prepare a room or clean up after an event. This would also include the time the customer needs to setup and remove equipment, decorations, etc.
- Reserved Time - The total time a facility is reserved which includes the event time and the setup/tear down time.
- Service Order Time - The time period for which a resource or service is needed.

# To ACCESS VEMS

1. Open an Internet browser session.
2. In the browser's address field, enter the VEMS URL – **reserve.wcsu.edu**

The VEMS Default page opens.



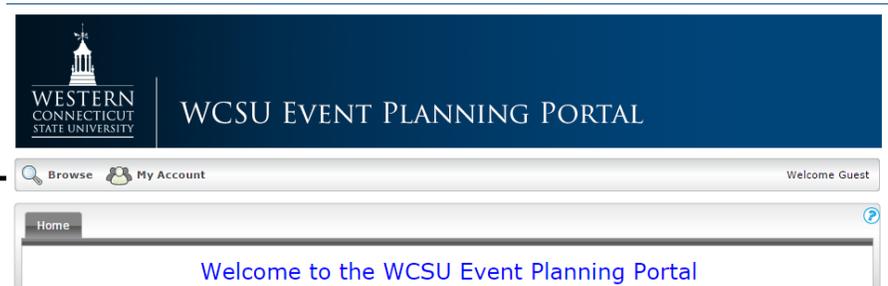
The screenshot shows the WCSU Event Planning Portal homepage. At the top left is the Western Connecticut State University logo. The main header reads "WCSU EVENT PLANNING PORTAL". Below the header is a navigation bar with "Browse" and "My Account" buttons, and a "Welcome Guest" message. The main content area features a "Home" tab and a "Welcome to the WCSU Event Planning Portal" message. Below this, there are three instructions with corresponding buttons: "To Browse the current reservations press" with a "Browse" button, "To log into the system or request a login press" with a "My Account" button, and "Once logged in, to make a reservation or modify an existing reservation press" with a "Reservations" button. A dropdown menu is open under "Reservations", listing: "Campus and Student Centers Requests", "Midtown Campus - Outside Space Requests", "Warner Hall Space Requests", "White Hall Space Requests", and "View My Requests". At the bottom, there is a "For assistance press" button with a question mark icon.

- [Information on browsing events can be found in Chapter 2.](#)
- [Information about making room requests can be found in Chapter 3.](#)
- [Information about My Account can be found in Chapter 5.](#)

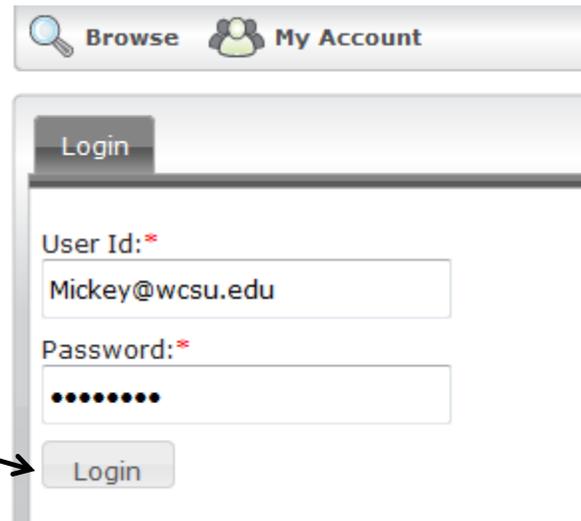
# To LOG INTO VEMS

If you do not have a VEMS login account, please request an account by [clicking here](#). If you have an account, please follow these steps.

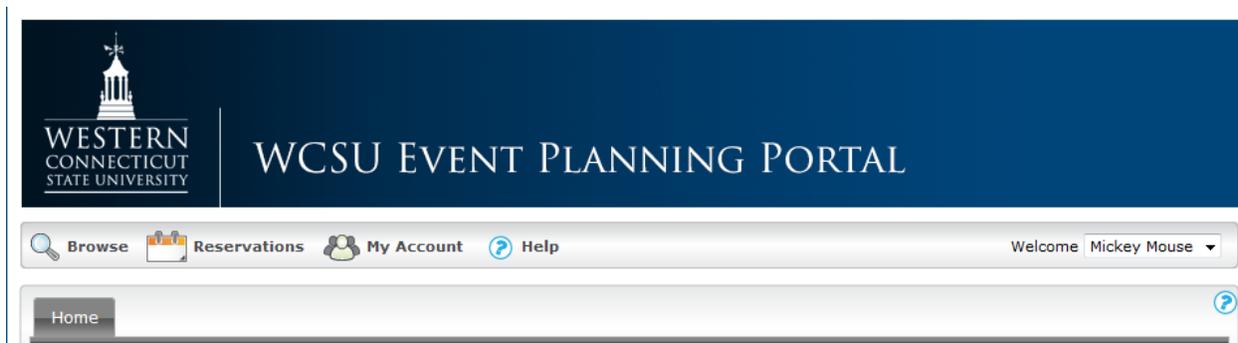
1. From the initial screen, click



2. User Id – enter your WCSU Windows login name
3. Password – enter the WCSU Windows password
4. Click Login



After you log in, the VEMS toolbar will display your 4 options.



The VEMS Default page opens with the Reservation button active.

[Click Here](#) to return to the Table of Contents

- Browse - [Information is available in Chapter 2](#)
- Reservations - [Information is available in Chapter 3](#)
- My Account - [Information is available in Chapter 5](#)
  - To Logoff – [see below](#)
- Help – [Will take you to the online version of this manual](#)

In the right hand side of this area is Welcome <your name>. If you have been granted delegate access – see Chapter 5 -- to other web users' accounts, then your user name is displayed in a dropdown list along with the names of these web users. You can assume the identity of any of these web users by picking the appropriate name in the dropdown list.

In this example, the user Mickey Mouse, can assume the identify and all the rights of Mark Gegeny or Paul M Simon. All the actions taken by Mickey Mouse will be in the name of the person selected. That name will now appear in the Welcome window.

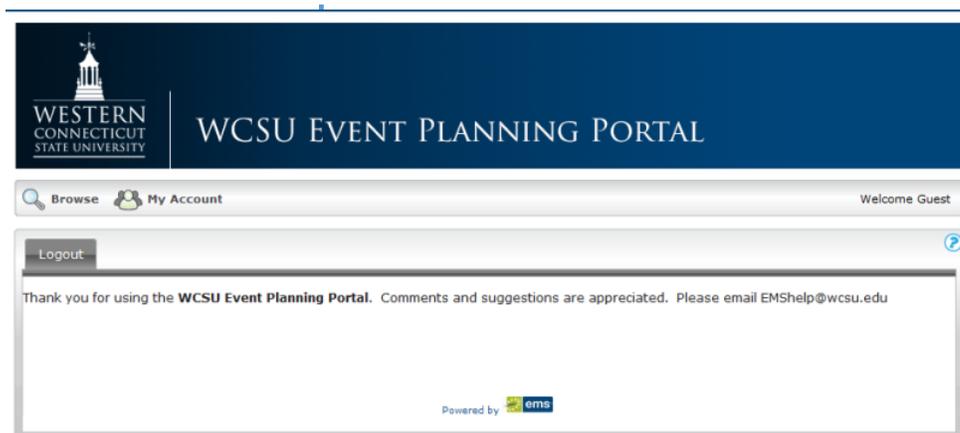


## TO LOG OUT OF VEMS

Click My Account, then  
Log Out

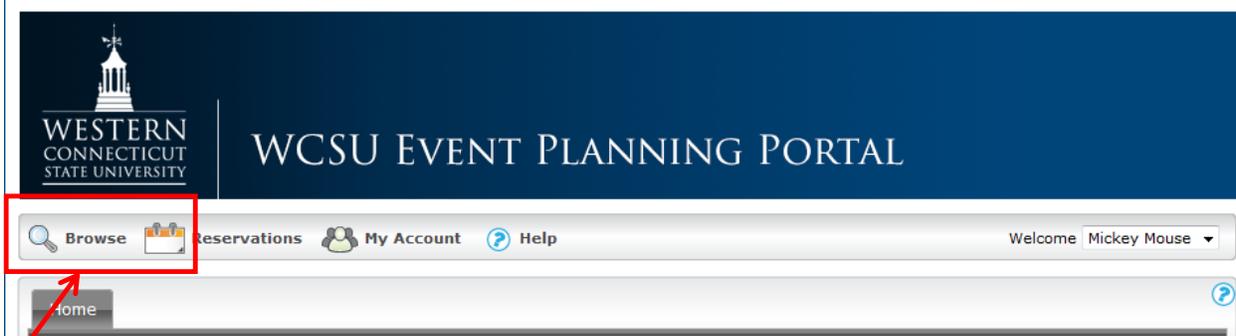


You will receive the Logout message



# CHAPTER 2 - BROWSE MENU

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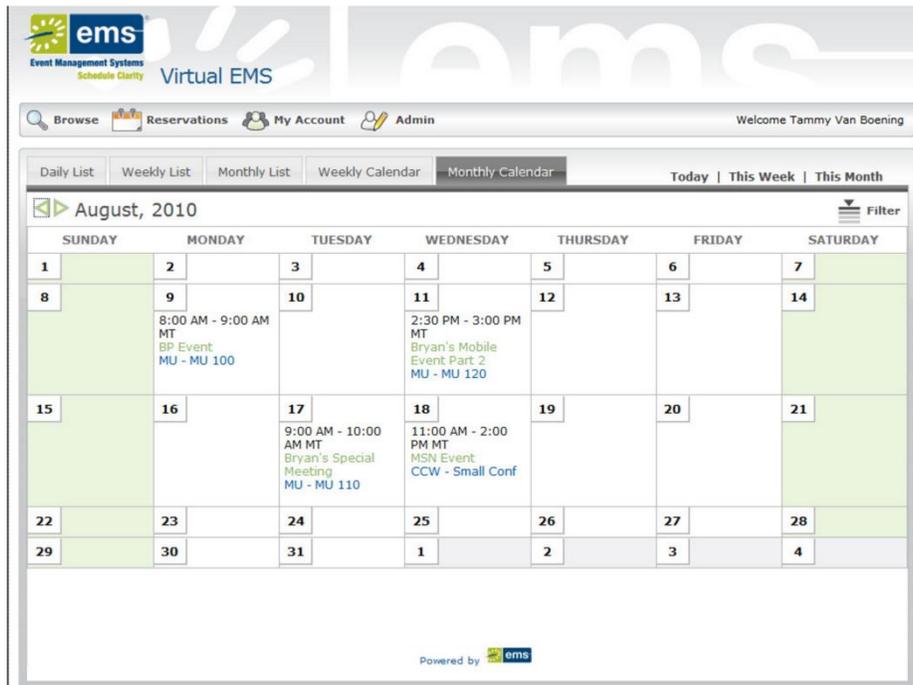
The VEMS Browse menu contains options for browsing for events, browsing for facilities, browsing for space, and for locating groups.

This chapter covers the following topics:

- [Browsing for Events](#)
- [Browsing for Facilities](#)
- [Browsing for Space](#)
- [Locating a Group](#)

# BROWSING FOR EVENTS

The Browse Events page in VEMS displays events in a daily, weekly, or monthly view. For illustrative purpose, screen shots will be from a sample system.



You can do the following on the Browse Events page:

- Change the page view.

Option	Description
Daily List	Events that are scheduled for the current day's date in a list view.
Weekly List	Events that are scheduled for the current week (weeks always begin on a Sunday) in a list view.
Monthly List	Events that are scheduled for the current month in a list view.
Weekly Calendar	Events that are scheduled for the current week (weeks always begin on a Sunday) in a calendar view.
Monthly Calendar	Events that are scheduled for the current month in a calendar view.

- Hover your cursor over the event entry/event title (do not click) to open the Event Details popup which displays more information about the event.

The screenshot shows a reservation system interface with a navigation bar at the top containing 'Browse', 'Reservations', 'My Account', and 'Admin'. The main area displays a calendar for Wednesday, December 08, 2010, Mountain Time. The calendar lists various rooms and their capacities. A popup window titled 'Meeting Room 1' is open, showing the following details:

Event Type	Meeting
Setup Type	Conference (5)
Status	Confirmed
Group	Tammy Van Boening
1st Contact Name	(none)
Phone	x8564
1st Contact Email	info@spectrumwritingllc.com

- Click the Event Name or Title to open the Booking Details popup to see details and any bookings related to this booking. It also contains links for adding this booking to your personal calendar, adding all the bookings for the reservation to your personal calendar, and adding the booking to social networking sites such as Facebook or Twitter.

The screenshot shows a 'Virtual EMS - Booking Details' popup window. It contains the following reservation details:

Reservation Id	1313
Booking Id	6825
Event Name	Meeting
Event Type	Meeting
Date	Wednesday, December 08, 2010
Location	HQ - MR 1
Reserved Time	9:00 AM - 10:00 AM MT
Event Time	9:00 AM - 10:00 AM MT
Setup Type	Conference (5)
Status	Confirmed
Group	Tammy Van Boening
1st Contact Name	(none)
Phone	x8564
Fax	
1st Contact Email	info@spectrumwritingllc.com
Event Coordinator	(none)
Salesperson	(none)
First Booking	Wednesday, December 08, 2010
Last Booking	Wednesday, December 08, 2010
Total No. Bookings	1

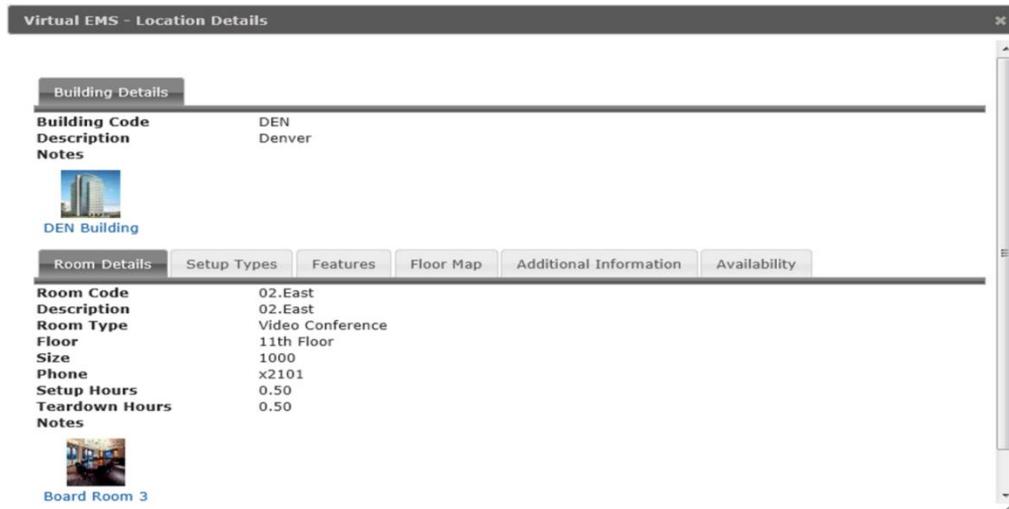
On the right side of the popup, there are three action links:

- Add booking to personal calendar
- Add all bookings to personal calendar
- Social Networking

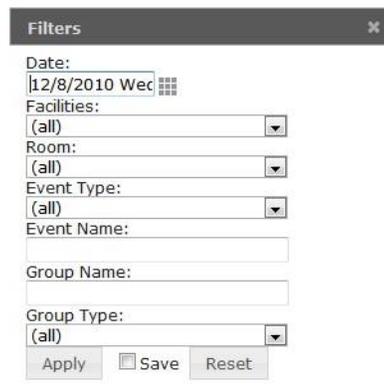
Below the details is a 'Related Bookings' table:

DATE	START TIME	END TIME	TITLE	LOCATION	GROUP NAME
12/8/2010 Wed	9:00 AM	10:00 AM	Meeting	HQ - MR 1	Tammy Van Boening

- Click the Event Building-Room link to open a Location Details popup. This window will show information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, availability, any user defined fields configured for the room), and any images that have been associated with the room. This view is very helpful to learn more about each location.



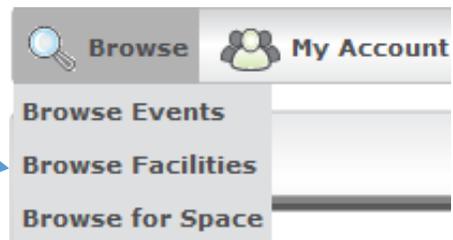
- Click Filter to open a Filters popup, and specify the information that is to be displayed on the Browse Events page.



*If you select Save, and then click Apply, your filter settings are remembered the next time that you open the Browse Events page.*

# BROWSING FOR FACILITIES

The Browse Facilities page displays all the rooms you can schedule an event. To open press Browse, click Browse for Facilities.



The page can display all the room in one of two formats

- ✓ By Setup Type - a list of the rooms grouped by setup type

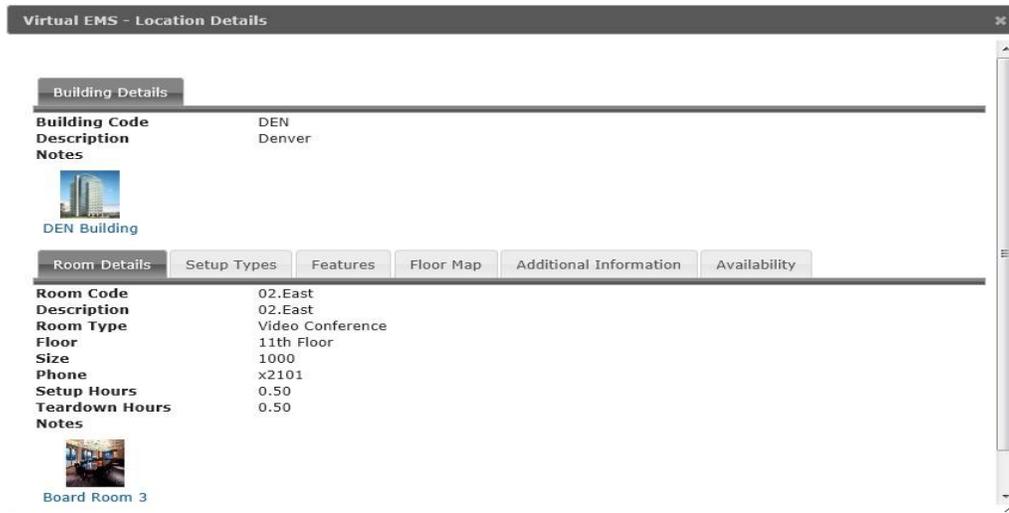
SETUP TYPE	LOCATION	MIN CAPACITY	CAPACITY
<b>Banquet</b>			
	CTC - Aud - A	0	40
	CTC - Aud - B	0	40
	CTC - Auditorium	0	100
	HQ - Exec Lounge	0	40
<b>Classroom</b>			
	CCE - MR 301	0	12
	CCE - MR 302	0	20
	CCW - Small Conf	0	10
	CTC - 101	0	20
	CTC - 102	0	20
	CTC - 103	0	30
	CTC - 104	0	30
	CTC - Aud - A	0	50

- ✓ By Room - a list of the setup types grouped by room.

ROOM	SETUP TYPE	MIN CAPACITY	CAPACITY
<b>CCE - MR 301</b>			
	Classroom	0	12
	Standard / As Is*	0	12
	Theater	0	12
<b>CCE - MR 302</b>			
	Classroom	0	20
	Conference	0	16
	Standard / As Is*	0	16
	Theater	0	20
<b>CCE - VC 310</b>			
	Conference	0	10
	Standard / As Is*	0	10
<b>CCW - Small Conf</b>			
	Classroom	0	10

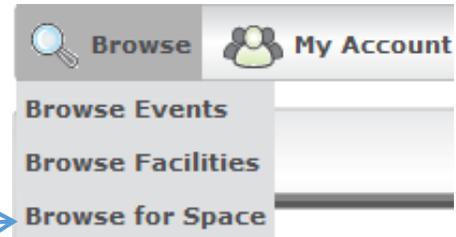
[Click Here](#) to return to the Table of Contents

- In either view, you can click the Room Name to open the Location Details popup. This window will show information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, availability, any user defined fields configured for the room), and any images that have been associated with the room. This view is very helpful to learn more about each location.



# BROWSING FOR SPACE

The Browse for Space page is a *read-only* page that displays all the rooms you can schedule an event along with the availability information for each room (based on the current day's date) in a grid view. To open the Browse Space page, under Browse, click Browse for Space.



Some of the events might be marked private.

A screenshot of the 'Browse for Space' page. The page has a header with navigation links: 'Browse', 'Reservations', 'My Account', and 'Admin'. A user greeting 'Welcome Tammy Van Boening' is on the right. The main content is a table titled 'Wednesday, December 08, 2010 Mountain Time'. The table has columns for days of the week (7, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6) and rows for various rooms. A 'Meeting' event is shown in the 'Meeting Room 1' row on the 9th. The table includes room names, capacities, and availability indicators.

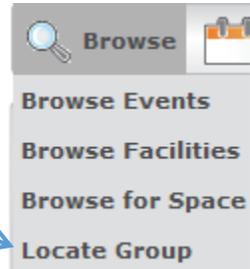
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Corporate Center East (ET)		9	10	11	12 PM	1	2	3	4	5	6	7	8
Meeting Room 301	12												
Meeting Room 302	16												
Video Conference Room 310	10												
Corporate Center West (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
Small Conference Room	10												
Video Conference Room 201	10												
Video Conference Room 202	0												
Corporate Headquarters (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
Board Room	18												
Executive Lounge	50												
Meeting Room 1	14			Meeting									
Meeting Room 2	12												
Corporate Training Center (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
101	20												
102	20												
103	30												
104	30												
Auditorium	100												
Auditorium A	60												
Auditorium B	60												

You can do the following on the Browse for Space page:

- Hover your cursor over an event entry to open the Event Details popup, which displays information for the event. This is the same display shown in Browse Facilities.
- Click the Room Name to open the Location Details popup. This window will show information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, availability, any user defined fields configured for the room), and any images that have been associated with the room. This view is very helpful to learn more about each location. This is the same display shown in Browse Facilities.

# LOCATING A GROUP

Once you are logged in you will see an additional option in the Browse Menu – Locate Group. This option is used to locate a group and display that group’s events for the current date.



## To locate a group

1. Click Locate Group
2. For a specific group, enter a search string in the Customer Name field. A list of all groups that meet the criteria is displayed on the page.
3. To locate *all* groups with events scheduled for the current date, leave the Customer Name field blank.
4. Click Locate



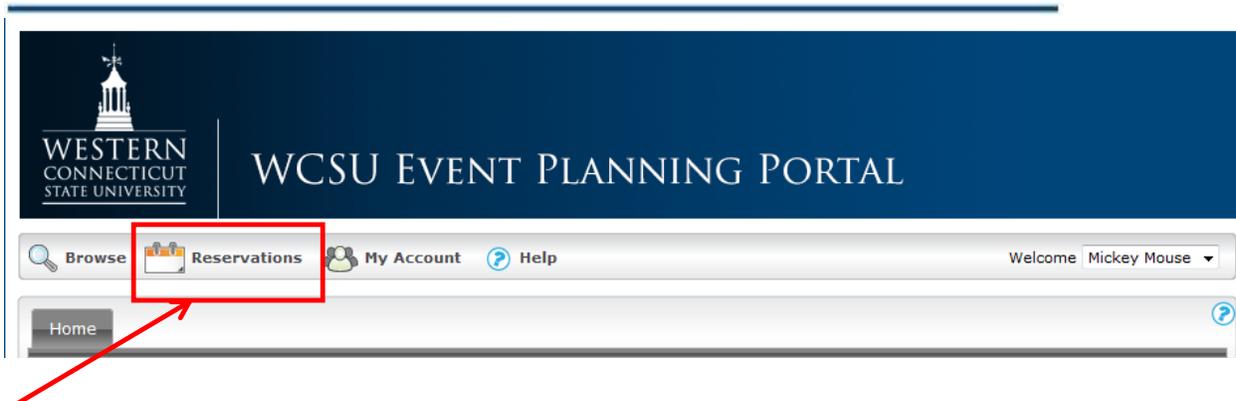
Example: *Campus* was entered in the Customer Name field. The system listed all organizations with *campus* in its name. The search is limited to the exact order of the characters in the string, but the string is not case-sensitive and can appear anywhere in the search results.

Customers matching your search

CUSTOMER NAME	CUSTOMER TYPE
<a href="#">Campus &amp; Student Centers</a>	Administrative Department
<a href="#">Campus &amp; Student Centers Board</a>	Student Organization
<a href="#">Campus Ministry</a>	University Affiliated
<a href="#">Catholic Campus Ministry</a>	University Affiliated
<a href="#">WXCI Campus Radio</a>	Student Organization

To view the bookings with the current date for which the group is scheduled, click the name of the group in the search results. The Locate page is refreshed with a list of the applicable bookings.

# CHAPTER 3 RESERVATIONS MENU



The Reservations menu for VEMS contains various options for requesting space for an event and modifying your requests.

This chapter covers the following topics:

- [Overview of the Reservations Menu](#)
- [Submitting a Request for a Space - Booking a Room](#)
- [Submitting a Request for a Car or Van](#)
- [Viewing your Requests](#)
- [The Reservation Summary Page](#)

# OVERVIEW OF THE RESERVATIONS MENU

WESTERN CONNECTICUT STATE UNIVERSITY

## WCSU EVENT PLANNING PORTAL

Browse My Account Welcome Guest

Home

### Welcome to the WCSU Event Planning Portal

To Browse the current reservations press [Browse](#)

To log into the system or request a login press [My Account](#)

Once logged in, to make a reservation or modify an existing reservation press [Reservations](#), then choose the appropriate template.

- Campus and Student Centers Requests
- Midtown Campus - Outside Space Requests
- Warner Hall Space Requests
- White Hall Space Requests
- View My Requests**

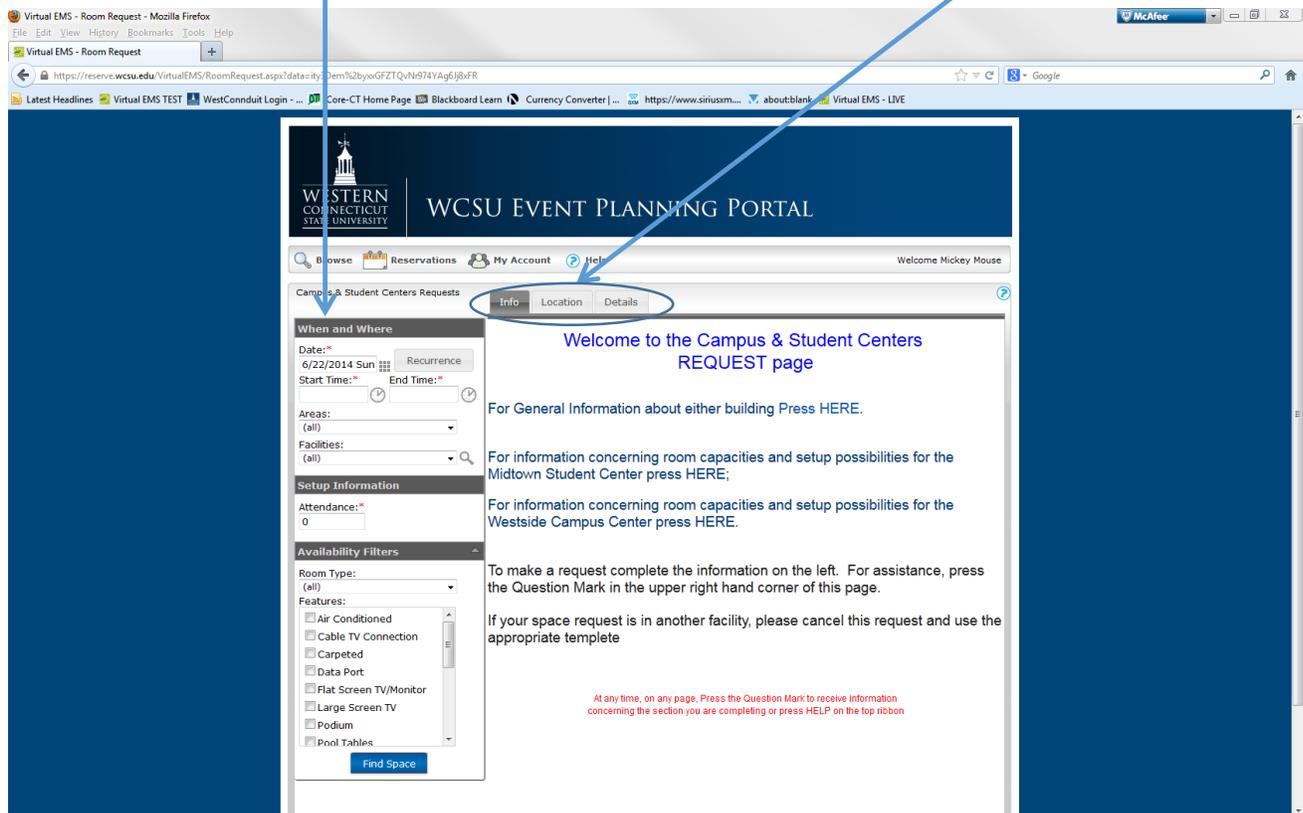
For assistance press [?](#)

The Reservations menu contains various options (called templates) for requesting a space and/or services for an event. Each facility has its own template. For a list of the spaces that are currently available for requesting via the portal [press here](#). You need to choose the appropriate template based on the location of the facility you are requesting. Currently on the facilities circled in **green** permit online requests. Additional locations will added until all spaces available for web requests.

View My Requests, circled in **red**, permits you to modify an existing request, add services to the request or cancel any services or the entire reservation.

# SUBMITTING A REQUEST FOR SPACE

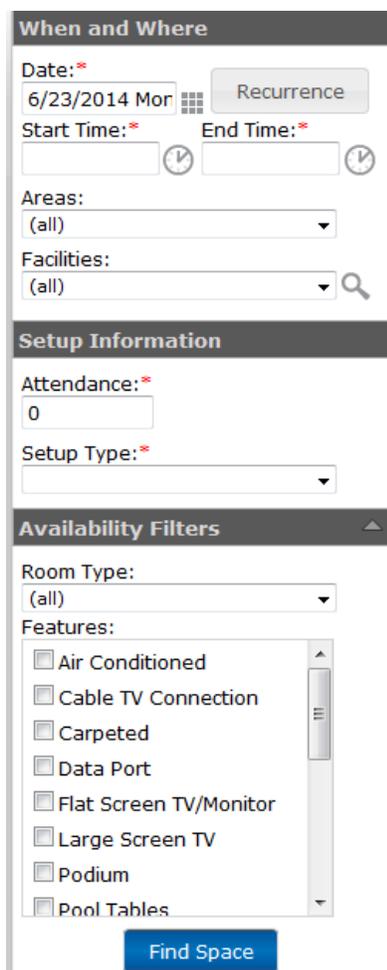
The Room Request page is organized into various sections to facilitate the reservation process—a **When and Where** pane (the left pane of the window) and **three tabs**—Info, Location and Details. Each section will be discussed in detail.



You enter the information to search for available rooms in the When and Where pane and you view the results of the search on the Location tab. You then enter specific information on the event on the Details tab.

The Info Tab serves as your welcome to the reservations section and displays information based on the template you choose. For this portion of the manual, the Campus & Student Centers template will be used for illustrative purposes.

1. When and Where Section – The parameters you enter will be used to search for an open room. *Required fields are marked with a red asterisk (\*)*. The more parameters you enter, the better your search results. On line help is available during most steps; look for the  symbol.



**When and Where**

Date:\* 6/23/2014 Mon 

Start Time:\*   End Time:\*  

Areas: (all) 

Facilities: (all)  

**Setup Information**

Attendance:\*

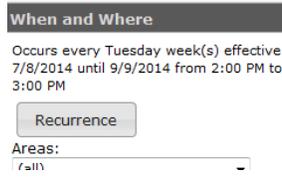
Setup Type:\*

**Availability Filters**

Room Type: (all) 

Features:

- Air Conditioned
- Cable TV Connection
- Carpeted
- Data Port
- Flat Screen TV/Monitor
- Large Screen TV
- Podium
- Pool Tables

- ✓ Enter the date or select the date by clicking the  icon.
  - ✓ Enter the time of the event or click the clock icon. Use the actual event start and end times, not the time you would like access to the room.<sup>1</sup>
  - ✓ If the  meeting meets on a regular basis, click to open the Recurrence popup window. Enter the recurrence pattern and the range of recurrence; when the recurrence will end. Press Apply Recurrence to return to When and Where. After you apply recurrence the display will show the recurrence.
- 
- ✓ Use the pull down menu to choose which campus you want to search, or use (all) for both campuses. Depending on the template used, you can also enter off campus or other.
  - ✓ Facilities will list those facilities available to book with the template based on the Area chosen. For example, if you entered Midtown, only Midtown buildings will be listed.
  - ✓ Attendance – enter the estimated attendance. Only rooms that meet your attendance will be listed.
  - ✓ Setup Type – There are various setup types. [Click here](#) for a list of all setup types. Remember that not all setups are available in all rooms. Enter the type that best matches your needs. The most common types are row seating, conference, and banquet.
  - ✓ Room Type – Enter the type of room you need, for example, conference/meeting room, lounge, classroom, etc. For a list of room types, [click here](#).
  - ✓ Features – Check any feature that you require. The more that are checked, the narrower will be your options.

<sup>1</sup> The times you enter will be used on the events web page, University Master calendar, etc. If you do not want to have your event listed, enter that information in *Additional Information* which is discussed later in this chapter.

✓ Click [Find Space](#)

The system will return a list of available rooms that meet your criteria.

A list of available rooms that meet the search criteria are displayed:

List view – under List tab

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
<input type="checkbox"/>	1/1	- Campus Center 214	40	
<input type="checkbox"/>	1/1	- Campus Center 212 and 214	100	
<input type="checkbox"/>	1/1	- Campus Center 212	60	

Grid view – under Grid tab. This view is helpful to see what times the room is being used.

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
Campus Center 212	60																
Campus Center 212 and 214	100																
Campus Center 214	40																

### Single Day Search

To select a room, click the Add icon **+** next to the room in either the list or grid view. An alert might open when the room is selected. After the alert is read, click OK to close the alert box and continue with room selection. To select multiple rooms, click those **+** icons. The room(s) will appear in the Selected Locations area on the Locations tab.

In this example, Student Center 201 was selected. If multiple rooms were selected, all rooms would be displayed in the Selected Locations area. To deselect a room, press the **X** icon.

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
7/7/2014 Mon		1:00 PM	2:00 PM	SC - Student Center 201A	Request	15	

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
<input type="checkbox"/>	1/1	- Campus Center 214	40	

Continue at *After Selecting Locations*.

## Recurrence Search

To select a room, click the Add icon **+** next to the room in either the list or grid view. If a room is not available for the entire recurrence, click the **!** icon. In this example the rooms are not available because of another booking.

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
<b>+</b>	12/12	SC - Student Center 201A	56	
<b>+</b>	10/12 <b>!</b>	- Campus Center 214	40	
<b>+</b>	8/12 <b>!</b>	- Campus Center 212	32	
<b>+</b>	8/12 <b>!</b>	- Campus Center 212 and 214	80	

If you select a location with a conflict, the system will warn you and only place those dates without a conflict in the Selected Locations area.

The location you selected is not available for all of your dates

OK

If the number of locations days is too long to display the vertical scroll bar will appear. The system will also display a special messages that have been entered into the system to indicate holidays or other days of special note.

<b>x</b>	7/7/2014 Mon	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	7/14/2014 Mon	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	7/21/2014 Mon	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	7/28/2014 Mon	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	8/18/2014 Mon	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	8/25/2014 Mon	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	9/1/2014 Mon <b>Labor Day</b>	2:00 PM	3:00 PM - Campus Center 212	Request	10
<b>x</b>	9/8/2014 Mon	2:00 PM	3:00 PM - Campus Center 214	Request	10

## After Selecting Locations

Click the **Continue** button or press the **Location** **Details** tab. There is no need to accept the terms and conditions at this point.

The Details tab opens. You use the options on this page to enter the event details.

## Details Tab

Enter the details for the event. Required fields are marked with a red asterisk (\*).

**Event Details** 

Event Name:\*       Event Type:\*

Event Name – be specific; this is the name that will appear on all calendars, event and door signs

Event Type – use the pull down menu to select the event type. If assistance is needed, email [EMSHelp@wcsu.edu](mailto:EMSHelp@wcsu.edu)

**Customer Details** 

Customer:\*

1st Contact:\*

Phone:\*       Fax:

Email:\*

Customer – If you are only assigned the right to request space for one organization, the name will automatically populate. If requests can be made on behalf of multiple organizations, use the pull down menu to select the appropriate organization.

1<sup>st</sup> Contact – As with customer, the information might be automatically populated. If not, or if you need to change, use the pull down menu to select the contact and complete the remaining required information.

## **Attachments**

**Attach File**

Attachments Section - You may attach files to the room request. This could be a drawing, picture, file, etc. The allowed file attachment formats are .csv, .doc, .gif, .pdf, .txt, .xls, .xlsx, and .tif.

**Other Information**

Would you like someone from Conference Services to contract you?:\*

Student Organizations: Enter your Fund and Organization/Account Number, which will only be used if there are charges for this event:

University Departments: Enter the department's Fund and Organization/Account Number, which will only be used if there are charges for this event:

If this event is being held on behalf of another organization or is co-sponsored by an another organization, please enter the name of that organization. If there is none, enter None:

Enter any additional information concerning the event:

Assistance – If you would like assistance use the pull down menu and select YES; if not select NO.

Budget Information - Student organizations and university departments are required to enter the fund and organization (account) code in the event there are charges for the event. All charges will be itemized on the confirmation which will be emailed to the customer.

Sponsorship – If the event is co-sponsored or on behalf of another organization, please enter the contact information.

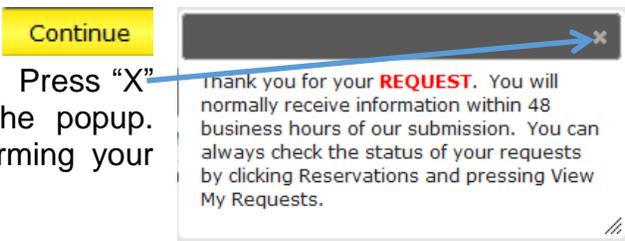
Additional Information – Enter any information which would be helpful for the person reviewing the request.

Services

You have the opportunity to enter requests for services you need as part of this request, for example catering, technology or ticketing. These requests can be made now or later. Please refer to [Chapter 4 – Services for more information.](#)

Finalize Request

Accept the terms and conditions and click **Continue**. The acknowledgement popup will display. Press “X” in the upper right corner to dismiss the popup. Additionally, an email will be sent confirming your request.

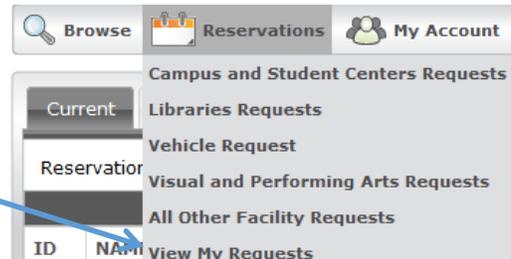


The Reservation Summary page opens. See [“Reservation Summary Page”](#) for more information.

# VIEWING YOUR REQUESTS

The Reservations menu provides an option to view all your requests for spaces and/or services made in VEMS. You can select a specific request from this page for more detailed viewing and for editing if needed.

To open the Requests page, under Reservations, click View My Requests.



When the page opens, the Current tab is the active tab. This page lists all your requests that have an event start date that is greater than or equal to the current day's date.

A screenshot of the Reservations page. At the top, there are three tabs: 'Current', 'Historical', and 'Calendar'. Below the tabs is a search area with 'Reservation ID:' and 'Event Name:' input fields, a 'Quick Search' button, and a 'Show Cancelled' checkbox. The main content is a table titled 'Reservations' with the following columns: ID, NAME, CUSTOMER, FIRST BOOKING, LAST BOOKING, STATUS, LOCATION, and HAS SERVICES. The table contains three rows of reservation data.

ID	NAME	CUSTOMER	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
30521	<a href="#">DPS Birthday Bash</a>	Campus & Student Centers	7/31/2014 Thu	7/31/2014 Thu	Web Request	Student Center - Student Center 201	No
30522	<a href="#">Club Meeting</a>	Campus & Student Centers Board	8/4/2014 Mon	8/12/2014 Tue	Web Request	Multiple	Yes
30523	<a href="#">Animation Lovers Weekly Luncheon</a>	Animation Lovers	8/9/2014 Sat	8/23/2014 Sat	Web Request	Student Center - Student Center 201A	Yes

Powered by ems

- To view the list of requests in a Calendar view, open the Calendar tab.
- To search for a reservation, enter a reservation ID in the Reservation ID field and/or a search string in the Event Name field, and then click Quick Search. *Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive and it can appear anywhere in the search results.*
- To view all requests that have a date older than the current day's date, open the Historical tab.
- To open a reservation for viewing and/or editing on the Reservation Summary page, click the name of the reservation. See "[The Reservation Summary Page](#)".

# THE RESERVATION SUMMARY PAGE

After you submit a reservation request, the Reservation Summary page opens. The Reservation Summary page also opens after you select View My Requests on the Reservations menu, and then select a specific reservation request for viewing. In both cases, the Reservation Details tab is the active tab. The Reservation Details tab on the Reservation Summary page displays summary information for the selected reservation and all its bookings as well any services that were requested for the bookings.

The screenshot shows a web interface for a reservation system. At the top, there is a navigation bar with links for 'Browse', 'Reservations', 'My Account', and 'Help', along with a user greeting 'Welcome Mickey Mouse'. Below this is a tabbed interface with 'Reservation Details' selected, and other tabs for 'Additional Information' and 'Attachments'. A 'Back to My Requests' link is also present. The main content area displays reservation details for Reservation Id 30523, Event Name 'Animation Lovers Weekly Luncheon', and Event Type 'Meal Service'. Customer information includes 'Animation Lovers' and 'Walt Disney' with phone number '203-837-9999'. A list of actions is provided on the right, such as 'Edit Reservation', 'Add Booking', 'Cancel Services', etc. Below the details is a filter section with 'All', 'Current', and 'Historical' tabs. The 'Bookings' section is a table with columns for Actions, Services, Date, Time, Title, Location, Status, and Setup. It lists three bookings for 'Animation Lovers Weekly Luncheon' on 8/9, 8/16, and 8/23/2014, all at 'SC - Student Center 201A' with a 'Web Request' status and 'Banquet (10)' setup. The page is powered by 'ems'.

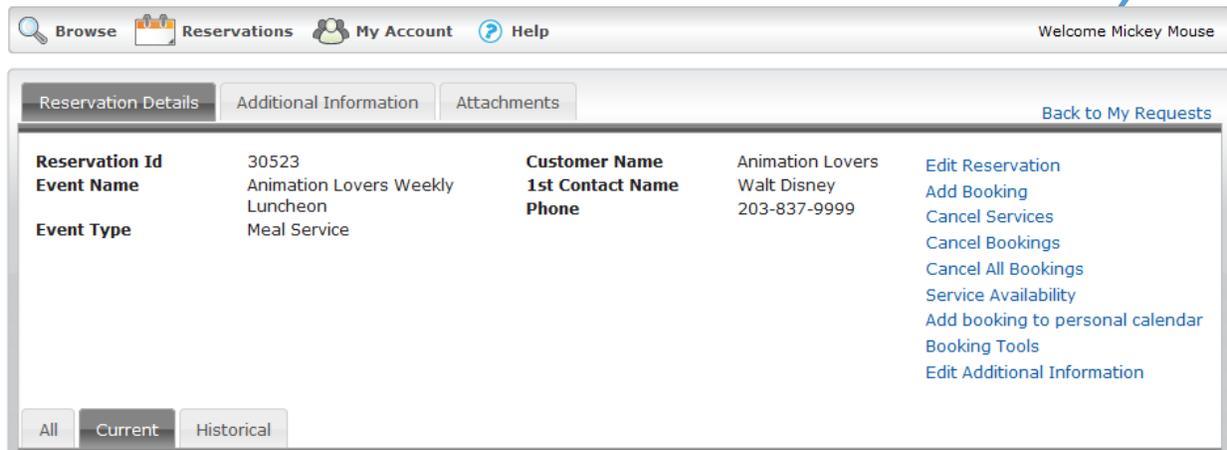
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/9/2014 Sat	12:00 PM - 1:00 PM	Animation Lovers Weekly Luncheon	SC - Student Center 201A	Web Request	Banquet (10)
		8/16/2014 Sat	12:00 PM - 1:00 PM	Animation Lovers Weekly Luncheon	SC - Student Center 201A	Web Request	Banquet (10)
		8/23/2014 Sat	12:00 PM - 1:00 PM	Animation Lovers Weekly Luncheon	SC - Student Center 201A	Web Request	Banquet (10)

In addition to the Reservation Details tab, the Reservation Summary page has two additional tabs in the top pane of the page—the Additional Information tab and the Attachments tab. The Reservation Summary page also has three tabs in the bottom pane— All, Current, and Historical of the page. See:

- [Reservation Details tab](#)
- [Additional Information tab](#)
- [Attachments tab](#)
- [Current tab](#)

# RESERVATION DETAILS TAB

The Reservation Details tab displays detailed summary information (the Reservation ID, the Event Name, the Event Type, etc.) for the selected reservation a listing of its bookings as well any services that were requested for the bookings. The following links are displayed on the Reservation Details tab. Click a link to perform that action.



Link	Description
Edit Reservation	Update event and/or group details.
Add Bookings	Add a booking to the reservation. See <a href="#">“Submitting a Request for a Space - Booking a Room”</a>
Cancel Services	Cancel selected services for all bookings in the reservation. <b>Note:</b> You can also cancel selected services for one or more bookings in a reservation on the Current tab. See <a href="#">“Current tab”</a> .
Cancel Bookings	Cancel selected bookings for the reservation. <b>Note:</b> You can also cancel selected bookings on the Current tab. See <a href="#">“Current tab”</a> .
Cancel All Bookings	Cancel all bookings for the reservation.
Service Availability	Opens a Service Availability message in which you can view the buildings for which the service is allowed as well as any booking rules for the service.
Add booking to personal calendar	Adds the reservation and all its bookings to your personal calendar.
Booking Tools	Provides options for editing the date and time for one or more bookings within the reservation.
Edit Additional Information	Provides the option for modifying your answers to any questions or modifying any comments for the reservation.

# ADDITIONAL INFORMATION TAB

The Additional Information tab will display the answers entered when the reservation was made. The tab is a view-only tab and it displays the questions and your answers, if any, to these questions, as well as any comments that you entered for the reservation. To modify a response to any question you must open the [Reservation Details tab](#), and click the Edit Additional Information link on the right.

The screenshot shows a web interface with a navigation bar at the top containing 'Browse', 'Reservations', 'My Account', and 'Help'. A user greeting 'Welcome Mickey Mouse' is on the right. Below the navigation bar are three tabs: 'Reservation Details', 'Additional Information' (which is active), and 'Attachments'. A 'Back to My Requests' link is in the top right of the content area.

The 'Additional Information' section contains a list of questions and answers:

- Would you like someone from Conference Services to contract you?
  - No
- Student Organizations: Enter your Fund and Organization/Account Number, which will only be used if there are charges for this event
  - 815303999
- University Departments: Enter the department's Fund and Organization/Account Number, which will only be used if there are charges for this event
  -
- If this event is being held on behalf of another organization or is co-sponsored by an another organization, please enter the name of that organization. If there is none, enter None
  -
- Enter any additional information concerning the event which would be helpful for Conference Services to know
  - This is a Very Very Important Event

Below the questions are three tabs: 'All', 'Current' (active), and 'Historical'.

The 'Bookings' table is shown below:

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		7/31/2014 Thu	8:00 AM - 2:00 PM	DPS Birthday Bash	SC - Student Center 201	Web Request	Banquet (50)

At the bottom of the page, it says 'Powered by ems'.

# ATTACHMENTS TAB

The Attachments tab is displayed indicating any attachments that were added to the reservation, including the following information for each attachment—the attachment description, the attachment file name, and any notes that were entered for the attachment. For this example, a .pdf file was attached showing the proposed table locations. You can do the following on this tab:

- To delete an attachment from a reservation or request, click the Delete icon  next to it.
- To attach another file to the reservation or request, click Attach File. A dialog box opens in which you can browse to and select the attachment. (Allowed attachment formats are .csv, .doc, .gif, .pdf, .txt, .xls, .xlsx, and .tif.)

Navigation: [Browse](#) [Reservations](#) [My Account](#) [Help](#) Welcome Mickey Mouse

Reservation Details | Additional Information | **Attachments** [Back to My Requests](#)

Attachments			
FILE NAME	DESCRIPTION	FILE NAME	NOTES
	DPS Birthday Bash.pdf	<a href="#">DPS Birthday Bash.pdf</a>	

[Attach File](#)

All | **Current** | Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		7/31/2014 Thu	8:00 AM - 2:00 PM	<a href="#">DPS Birthday Bash</a>	SC - Student Center 201	Web Request	<a href="#">Banquet (50)</a>

Powered by 

# CURRENT TAB

The All tab displays *all* the bookings for the selected reservation, regardless of the booking date. The Current tab displays all the *current* bookings (bookings with a date greater than or equal to the current day's date) for the selected reservation. The Historical tab displays all the past bookings (bookings with a date before the current day's date) for the selected reservation.

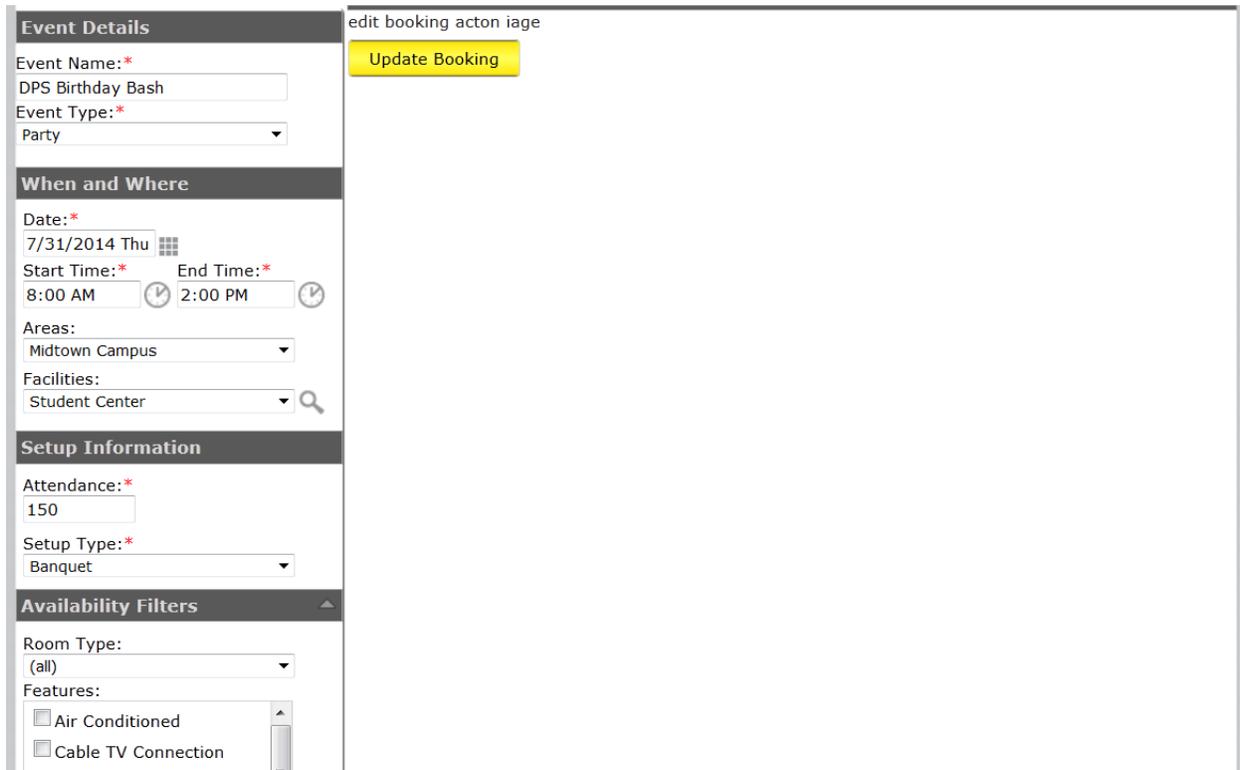
The screenshot shows a reservation management interface. At the top, there are tabs for 'Reservation Details', 'Additional Information', and 'Attachments'. A 'Back to My Requests' link is in the top right. Below the tabs, reservation details are displayed: Reservation Id 30523, Event Name Animation Lovers Weekly Luncheon, Event Type Meal Service, Customer Name Animation Lovers, 1st Contact Name Walt Disney, and Phone 203-837-9999. A list of actions is provided: Edit Reservation, Add Booking, Cancel Services, Cancel Bookings, Cancel All Bookings, Service Availability, Add booking to personal calendar, Booking Tools, and Edit Additional Information. Below this is a filter bar with 'All', 'Current', and 'Historical' tabs. The 'Current' tab is selected, showing a 'Bookings' table with columns: ACTIONS, SERVICES, DATE, TIME, TITLE, LOCATION, STATUS, and SETUP. The table contains three rows of bookings for 8/9/2014, 8/16/2014, and 8/23/2014, all for 'Animation Lovers Weekly Luncheon' at 'SC - Student Center 201A' with a 'Web Request' status and 'Banquet (10)' setup. At the bottom, it says 'Powered by ems'.

You can do the following on the Current tab:

- To cancel a booking, click the Cancel Booking icon  next to it.
- To edit a booking, click the Edit Booking icon  next to it. See [“To edit a booking”](#).
- To add services (resources, setup notes, etc.) to a booking, click the Add/Edit Services icon  next to it, and then continue to [“To add services for a booking”](#). For information about services [click here](#).
- To edit and/or cancel (delete) services for a booking, click the Add/Edit Services icon  next to it, and then continue [“To edit and/or cancel services for a booking”](#). For information about services [click here](#).
- To view services for a booking, click the View Services icon  next to it. For information about services [click here](#).

## To edit a booking

After you click the Edit Booking icon , a Request page opens.



The screenshot shows a web interface for editing a booking. The page is titled "edit booking action page" and features a yellow "Update Booking" button. The form is organized into several sections:

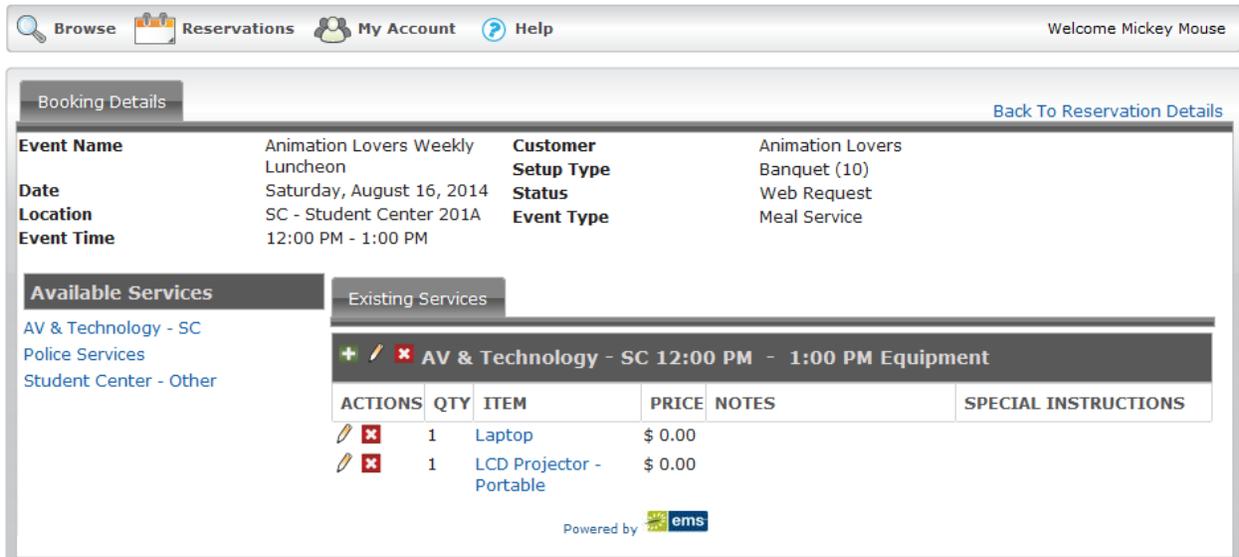
- Event Details:** Includes "Event Name:" (DPS Birthday Bash) and "Event Type:" (Party).
- When and Where:** Includes "Date:" (7/31/2014 Thu), "Start Time:" (8:00 AM), "End Time:" (2:00 PM), "Areas:" (Midtown Campus), and "Facilities:" (Student Center).
- Setup Information:** Includes "Attendance:" (150) and "Setup Type:" (Banquet).
- Availability Filters:** Includes "Room Type:" (all) and "Features:" (Air Conditioned, Cable TV Connection).

1. Edit the information for the booking as needed. Required fields are marked with a red asterisk \*.
2. Remember to look at all tabs for the information that needs to be changed.
3. Click Update Booking. A message opens indicating that the booking was successfully updated.
4. Click OK. The message closes. You return to the Reservation Summary page with the new or modified information for the booking displayed.

## To add services for a booking

For more information about services [click here](#).

After you click the Add/Edit Services icon  next to a booking, the Booking Details tab opens. This tab displays not only summary information for the booking (event name, event date, location, and so on), but also the services that are available for adding to the booking (Available Services tab) and the services that you have already added to the booking (Existing Services tab).



The screenshot shows the 'Booking Details' page. At the top, there are navigation links: 'Browse', 'Reservations', 'My Account', and 'Help'. The user is logged in as 'Mickey Mouse'. The main content area is titled 'Booking Details' and includes a 'Back To Reservation Details' link. The event information is as follows:

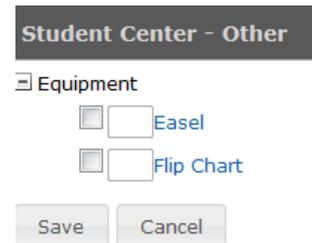
<b>Event Name</b>	Animation Lovers Weekly Luncheon	<b>Customer</b>	Animation Lovers
<b>Date</b>	Saturday, August 16, 2014	<b>Setup Type</b>	Banquet (10)
<b>Location</b>	SC - Student Center 201A	<b>Status</b>	Web Request
<b>Event Time</b>	12:00 PM - 1:00 PM	<b>Event Type</b>	Meal Service

Below the event information, there are two tabs: 'Available Services' and 'Existing Services'. The 'Existing Services' tab is active, showing a table of services added to the booking:

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
 	1	Laptop	\$ 0.00		
 	1	LCD Projector - Portable	\$ 0.00		

At the bottom of the page, there is a 'Powered by' logo for 'ems'.

1. On the Available Services tab, click the link for the type of service you are adding to the booking. The Available Services tab is refreshed with options based on the type of services that are available to add. For this example Student Center – Other was selected.
2. Enter the necessary information for the services that you are adding to the booking, and then at the bottom of the page, click Save.
  - a. If there is only one booking for the reservation a message opens indicating that your request was completed successfully. Click OK to close the message and remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab.
  - b. If the reservation for which you edited the booking has multiple bookings, then do one of the following:
    1. To add the booking detail to just the selected booking, click Do Not Apply to Additional Bookings. You remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab.



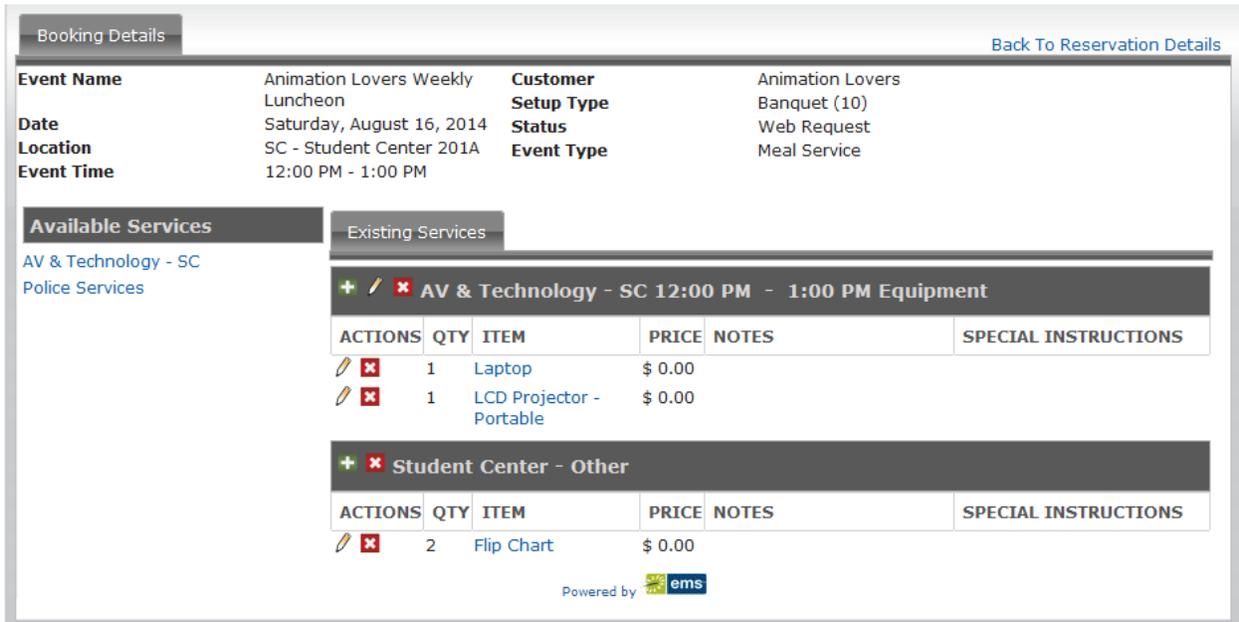
The screenshot shows a dialog box titled 'Student Center - Other'. It contains a section for 'Equipment' with two options: 'Easel' and 'Flip Chart'. Each option has a checkbox and a text input field. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.

2. To add the booking detail to one or more of the other bookings in the reservation, select the appropriate bookings (to select all the remaining bookings in a single step, select the blank checkbox in front of the Date column heading), and then click Save. A message opens indicating that your request was completed successfully. Click OK to close the message. You remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab. *Any resource conflicts are marked with a Warning icon and highlighted in red*

Additional Bookings						
<input type="checkbox"/>	DATE	TIME	TITLE	LOCATION	STATUS	ATTENDANCE
<input type="checkbox"/>	8/9/2014 Sat	12:00 PM - 1:00 PM	Animation Lovers Weekly Luncheon	SC - Student Center 201A	Web Request	10
<input type="checkbox"/>	8/23/2014 Sat	12:00 PM - 1:00 PM	Animation Lovers Weekly Luncheon	SC - Student Center 201A	Web Request	10

## To edit and/or cancel services for a booking

After you click the Add/Edit Services icon  next to a booking, the Booking Details tab opens. This tab displays not only summary information for the booking (event name, event date, location, and so on), but also the services that are available for adding to the booking (Available Services tab) and the services that have already been added to the booking (Existing Services tab).



The screenshot shows the 'Booking Details' tab with a 'Back To Reservation Details' link. The event information is as follows:

<b>Event Name</b>	Animation Lovers Weekly Luncheon	<b>Customer</b>	Animation Lovers
<b>Date</b>	Saturday, August 16, 2014	<b>Setup Type</b>	Banquet (10)
<b>Location</b>	SC - Student Center 201A	<b>Status</b>	Web Request
<b>Event Time</b>	12:00 PM - 1:00 PM	<b>Event Type</b>	Meal Service

Below the event information are two tabs: 'Available Services' and 'Existing Services'. The 'Existing Services' tab is active and shows two service groups:

- AV & Technology - SC 12:00 PM - 1:00 PM Equipment**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
 	1	Laptop	\$ 0.00		
 	1	LCD Projector - Portable	\$ 0.00		
- Student Center - Other**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
 	2	Flip Chart	\$ 0.00		

At the bottom of the interface, it says 'Powered by 

You have the following options for editing and/or canceling (deleting) the services for a booking:

- To add a new item to a service, click the New Item icon  for the service.
- To edit the service, for example, the start and stop times for a Catering service, click the Edit icon  for the service.
- To cancel (delete) the service (which deletes all items in the service), click the Cancel Service Order icon  for the service.
- To edit a single item for a service, for example, the quantity and/or special instructions for an item, click the Edit Item  icon next to the item.
- To cancel (delete) a single item for a service, click the Cancel Item icon  next to the item.

# CHAPTER 4 SERVICES

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Services are items that can be added to the request, including catering, audio visual & technology, decorating, equipment, etc. Services can be requested when the reservation is requested or later by adding later via the [Current Tab](#). Depending on the category of service and the customer type, there might be charges added to the reservation.

Service time can differ from the event time and/or the reserved time. For example, an event might be held between 8:30am and 4:00pm and the reserved time for the room is 7:30am through 4:30pm. A continental breakfast may be scheduled for 8:15am through 9:30am; a projector is needed 10am through noon and lunch 12:30pm through 1:30pm.

As indicated above, services can be requested when making a reservation request. For a review of this section, [press here](#). As you scroll through Event Details, Customer Details, Attachments and Other Information you will see the active services for that location. Some services are dependent on the facility. In this example a room request was made for the Campus Center so the AV & Technology – CC and Equipment – Campus Center services since these services are building dependent. Box Office and Catering are examples of services that are the same no matter which facility is selected. As Virtual EMS is expanded and enhanced, additional services will be available through

The screenshot displays a vertical list of service categories in a dark grey header bar. Each category has a blue question mark icon on the right. Below each header, there are input fields for 'Start Time', 'End Time', and 'Service Type'. The 'Service Type' field is a dropdown menu. Below the input fields, there are expandable sections with a plus icon and a label: 'Equipment' under AV & Technology - CC, 'Personnel' under Box Office Services, '(none)' under Catering Services, and 'Equipment' under Equipment - Campus Center.

the event portal for each template. Currently some services are available for only some templates. You only need to complete the information of the services you need.

Each type of service will be discussed separately. Available services are based on the reservation template. Listed below are the most common. The most detailed explanation will be under the Audio-Visual and Technology Section. It is suggested that you review that section even if you do not need that service to learn how the services are ordered through the events portal.

# AUDIO VISUAL AND TECHNOLOGY

As the title implies, this category of services includes sound systems, projectors, screens, Televisions, DVD machines, computers and podiums. The choice of available items depends on the facility requested. Some equipment may require the addition of a staff member to operate the equipment. A reservation in the Campus Center will be used for the example.

- 1 – Enter the Start Time and End Time the Equipment will be needed. This time must be within the reservation time.

**AV & Technology - CC**

Start Time: 9:00 AM    End Time: 12:00 PM    Service Type:

Equipment  
 Personnel

- 2 - You may leave Service Type blank.
- 3 - Click on the + sign for Equipment. A complete list of items available for this facility will be listed.

Equipment

- Audio Cable - 3.5 mm - 6'
- Conference Telephone
- 1 Easel
- Special Instructions:
- Extension Cord - 6'
- Flip Chart and Markers
- Karaoke Machine
- Laptop
- Laptop Speakers
- LCD Projector - Portable

- 4 - Click the item(s) required and enter the number needed for that item. If there are any special instructions you may use the box provided. For example, Easels are placed in the front of a room. Perhaps you need the easel on the side.

- 5 - Some items will display a pop-up message which serves as a reminder. In this example, a lap top computer was requested so you are prompted to think about speakers and a presentation clicker.

Do you need Speakers? Speakers are not required for in the Ballroom

Do you need presentation clicker/pointer?

**OK**

- 6 - If you are not sure what an item looks like, you can click the item name. A window will appear with information about the item and, in most cases, an image of the item. Here is an example of a presentation clicker/pointer and an easel.

<b>Category</b>	AV & Technology - CC
<b>Group</b>	Equipment
<b>Maximum inventory of item</b>	2
<b>Price</b>	
<b>Notes</b>	



clicker

<b>Category</b>	AV & Technology - CC
<b>Group</b>	Equipment
<b>Maximum inventory of item</b>	32
<b>Price</b>	
<b>Notes</b>	



Easel

- 7 - If a person is requested to operate the equipment press the + sign for Personnel and check Audio-Visual Technician. Some equipment automatically comes with a technician or attendant. For an example, please refer to [Equipment](#).
- 8 - Use the same logic to request other services. An explanation of each services follows this section.
- 9 - When you have selected all your items press .
- 10 - At any time prior to the event, services can be added, modified or deleted by going to the [Reservations Detail tab](#).

## BOX OFFICE

For some events sponsors require tickets for entry to help offset the cost of the event. WCSU has a centralized box office system to provide those services for you. To request box office services please [click here](#) and scroll to the bottom of the page.

## CATERING

WCSU offers extensive catering services to meet the needs of a group of 2 to a banquet for 500. Please enter the Start and End Times. If you need multiple times, i.e. Breakfast and Lunch, just enter the earliest and latest times. The Service Type will be Catering. The Estimated Count will automatically filled with the attendance you entered in the Setup Information. You may change this number if necessary. Click the + sign next to Meal Service and check the services needed. You should leave 1 in the count box. The Catering Department will contact you to discuss the specifics of your need(s).

Catering

Start Time:  End Time:  Service Type:  Estimated Count:

Meal Service

- Beverage Service
- Breakfast
- Brunch
- Continental Breakfast
- Dinner
- Late Night Snack
- Lunch

For information please go to the [catering website](#) or contact Westwind Catering at 203-837-3936 or email [Catering@wcsu.edu](mailto:Catering@wcsu.edu).

# ENVIRONMENTAL & FACILITIES SERVICES

This service includes services that Environmental & Facilities provides, including custodians, skilled trades and some equipment. Just click the equipment or personnel you need and the quantity needed. Indicate special instructions as necessary. When making your request you make leave Service Type blank. As shown in Audio-Visual Technology, check the item you need and the quantity. Usually events that require Environmental & Facilities Services are required to go through a University Large Events meeting where these needs will be discussed.

The screenshot shows a web interface for selecting services. At the top is a dark header with the text "Environmental & Facilities". Below the header are three input fields: "Start Time:" with a clock icon, "End Time:" with a clock icon, and "Service Type:" with a dropdown arrow. Below these are two expandable sections. The first is "Equipment" with a minus sign icon, containing a single item: "Electric Panel" with a checkbox and a quantity input field. The second is "Personnel" with a minus sign icon, containing four items: "Custodian", "Plumber", "Stationary Engineer", and "Electrician", each with a checkbox and a quantity input field.

# EQUIPMENT

This service includes equipment you might need for your event. Examples might be a flag, dance floor, stage, backdrop, coat rack, etc. As you did with Audio-Visual Services, click Equipment to see a list of available equipment. Remember not all equipment is available in all spaces or in all buildings.

Just click the equipment you need and the quantity needed. Indicate special instructions as necessary. If you request the Coat Room, an attendant will automatically be schedule and billed.

The screenshot shows a web interface for selecting equipment. At the top is a dark header with the text "Equipment - Campus Center". Below the header is an "Equipment" section with a minus sign icon. It lists various items, each with a checkbox and a quantity input field: "212/214 Blinds", "Backdrop - WCSU", "Bar - Portable", "Coat Rack - Portable", "Coat Room" (with sub-items "1 Coat Rack - Portable" and "1 Coat Room Attendant"), "Flags - US and Connecticut on Poles", "Piano", "Stage Lighting", "Stage Lighting Pole", and "Tent - 10 x 10 Popup".

# INTERNET AND TELEPHONE SERVICES

This service includes internet access and telephone lines and technicians. Through this service you will also be able to request wireless internet access for your guests. When making your request you make leave Service Type blank. As shown in Audio-Visual Technology, check the item you need and leave the default 1 for guest accounts and internet access and enter the number of separate telephone land lines needed.

The screenshot shows a web interface for selecting internet and telephone services. At the top is a dark header with the text "Internet & Telephone Services". Below the header are three input fields: "Start Time:" with a clock icon, "End Time:" with a clock icon, and "Service Type:" with a dropdown arrow. Below these is a "Telephone and Internet Access" section with a minus sign icon. It lists four items, each with a checkbox and a quantity input field: "Guest Internet Access (Serves 1)", "Internet Connection", "Telephone connection", and "Wireless Internet Access".

# POLICE SERVICES

These services include requesting police officers, EMTs, building and grounds officers and metal detectors. When making your request you make leave Service Type blank.

Here is an example of how cost is indicated for a service. Depending on the customer type your cost might be lower.

**Police Services**

Start Time:  End Time:  Service Type:

Equipment

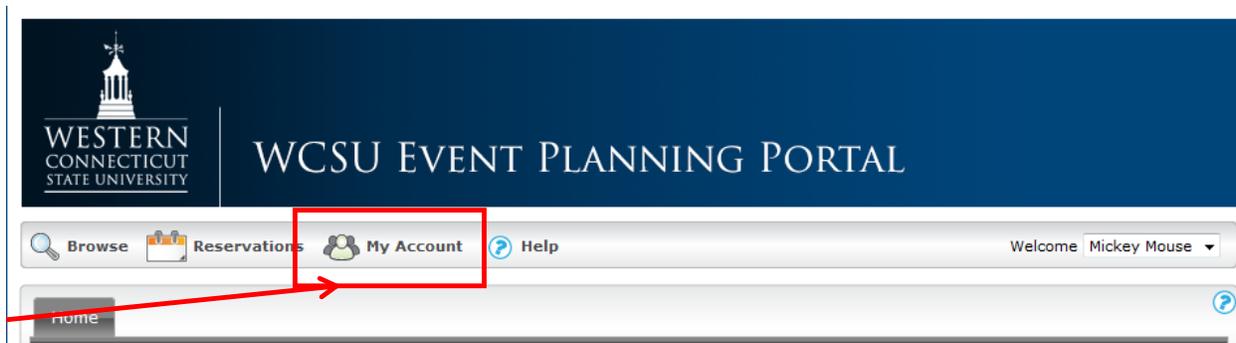
- Hand Wands
- Metal Detector

Personnel

- Building & Grounds Officer
- Emergency Medical Technician (EMT)
- Police Lieutenant
- Police Officer \$55.00 per Service Order hr., Min. \$220.00
- Police Sargent

# CHAPTER 5 MY ACCOUNT MENU

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The My Account menu provides options for editing your user profile and for specifying *delegates*, which are web users who can assume your identity in VEMS and carry out actions in VEMS on your behalf. It also contains options for customizing some default values (Start Time, End Time, and so on) for the different types of room requests and for creating a list of favorite rooms to search for availability.

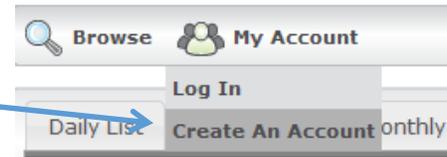
This chapter covers the following topics:

- [Creating a User Account](#)
- [Modifying your User Account Information](#)
- [Creating Delegate Accounts](#)
- [Setting Default Values for Room Requests](#)
- [Creating a List of Favorite Rooms](#)

# REQUESTING A USER ACCOUNT

Some user accounts will automatically be created for University faculty, staff and student leaders. If one was not created, please follow these simple steps to request a login.

1. On the VEMS Default page, under my Account, click *Create An Account*.



2. Complete the required information on the User Info Tab

- Required fields are marked with a red asterisk (\*).
- Confirm the Time Zone is set to Eastern Time. Do not change the Time Zone setting unless you really want to be confused.
- You are permitted to submit space reservation requests for organizations you belong to. This is either the university department or student group. You may enter more than one.
- The code that you are prompted to enter is used to authenticate your request to create an account. The code is case-sensitive, and therefore, you must enter the code exactly as it is displayed. If you cannot read the code that is displayed, then you can always select Show another code.

A screenshot of the 'User Info' form. At the top, there are navigation links for 'Browse' and 'My Account'. The form is titled 'User Info' and contains the following fields:

- 'Email:\*' with a text input field.
- 'Name:\*' with a text input field.
- 'Phone:' with a text input field.
- 'Fax:' with a text input field.
- 'Time Zone:\*' with a dropdown menu showing 'Eastern Time'.
- 'Password:\*' with a text input field.
- 'Confirm Password:\*' with a text input field.
- 'Your organization(s) (WCSU Dept/ Student Org):' with a text area.
- A CAPTCHA image showing the code 'fvqfd'.
- A text input field labeled 'Type the code shown:'.
- A 'Show another code' link.
- A 'Save' button at the bottom.

3. Click Save.

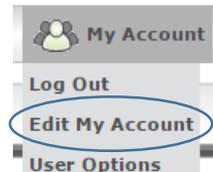
The request will be sent to VEMS administrators for review. Accounts are created usually within 48 business hours.

# MODIFYING YOUR USER ACCOUNT INFORMATION

Your user account specifies your email address, your name, your phone number, your fax number and your time zone. You can modify all these values; however you should never modify your time zone. To update the organization(s) you may make reservation requests for, please email the update to [EMSHELP@wcsu.edu](mailto:EMSHELP@wcsu.edu). Do not update by entering the information in the Your organization(s) box. That would cause a duplicate record to be created with will delete your access to the portal.

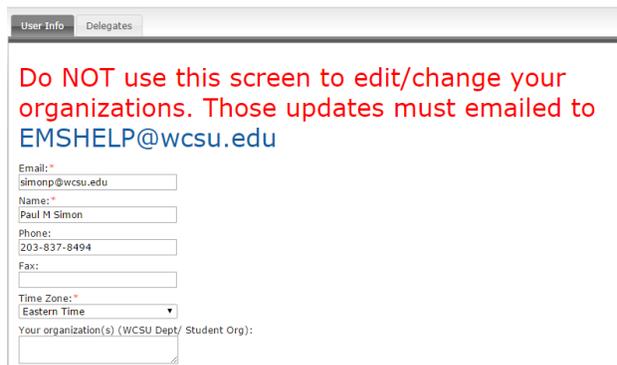
## To Modify your User Account

- 1- Under My Account, click Edit My Account



The User Account page opens. The User Info tab is the active tab.

- 2 - Modify any of the information for your user account as necessary. You may only change your email address and/or name of the University has officially changed the information.
- 3 - As indicated at the top of this screen, do not update Your Organizations. Any changes to that information must be emailed to [EMSHELP@wcsu.edu](mailto:EMSHELP@wcsu.edu).

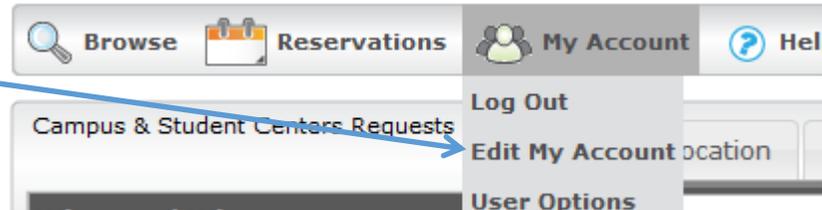
A screenshot of the 'User Info' form. At the top, there is a red warning message: 'Do NOT use this screen to edit/change your organizations. Those updates must emailed to EMSHELP@wcsu.edu'. Below the warning, there are input fields for 'Email:' (simonp@wcsu.edu), 'Name:' (Paul M Simon), 'Phone:' (203-837-8494), 'Fax:', 'Time Zone:' (Eastern Time), and 'Your organization(s) (WCSU Dept/ Student Org):'. The 'User Info' tab is active.

- 4 - Click Save.

# CREATING DELEGATE ACCOUNTS

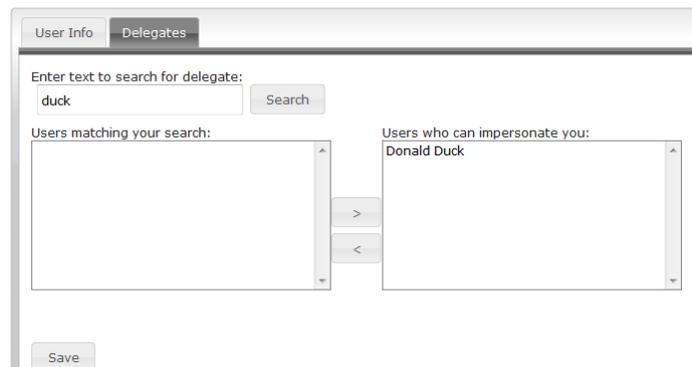
A *delegate* is another web user who can assume your identify upon logging into VEMS and carry out actions on your behalf. You can create one or more delegate accounts. This is an excellent way for an administrative assistant or secretary to schedule rooms and still keep the request in the proper name. Be careful whom you select as delegates. Every action your delegate takes will be in your name and you will be responsible for their actions.

1. Click My Account, then **Edit My Account**



2. Open the Delegates tab
3. In the search field, enter the name or part of the name, then click search. A list of users who meet the search criteria are displayed in the left side box. Highlight the name(s) and click the Move (>) button to slide the name(s) to the right side box.

4. Click Save

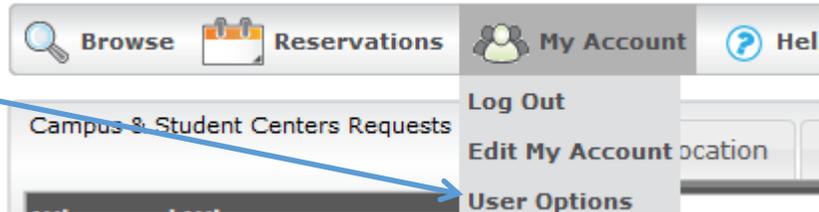


*Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive and it can appear anywhere in the search results. For example, a search string of **ed** returns **Ed** Smith, **Ted** Wilson, and so on.*

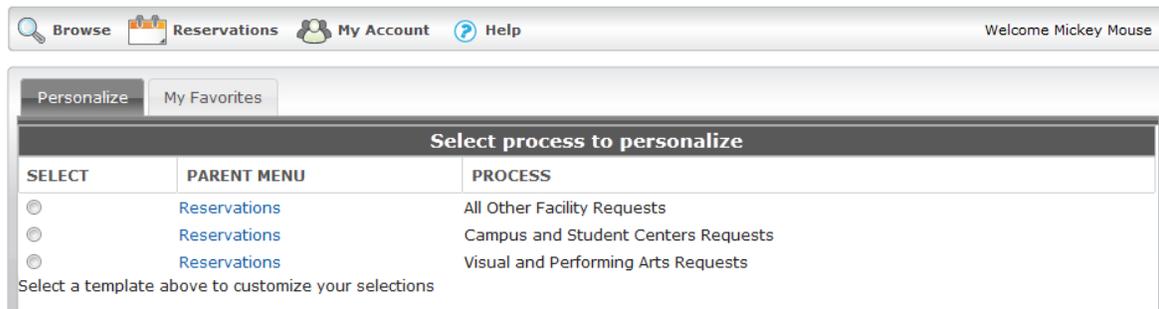
# SETTING DEFAULT VALUES FOR ROOM REQUESTS

The My Account menu contains options for [setting](#) some default values (Start Time, End Time, and so on) for the different types of room requests. These default values can be overridden when making the actual request.

1. Click My Account, then **User Options**



2. The Personalize tab is the active tab.



3. Select the room request process for the facility/room you want to set default values. The Personalization Options section is displayed. This section displays the options for the template for which you can set default values. The Campus and Student Centers will be used for illustrative purposes.

4. Set the default values as needed for any of the displayed options, then click Save Preferences. For this example Midtown will be the default campus and the default room type will be Conference/Meeting Room. These values can be changed when making an actual reservation.
5. Now, any time you select this room request process on the Reservations menu, the default values that you enter here are automatically displayed when the Room Request page opens.

**Personalization Options**

Start Time:

End Time:

Display Results As  
 List  Grid

Event Name:

Event Type:

Areas:  
 Midtown Campus

Facilities:  
 (all)

Setup Type:  
 (no preference)

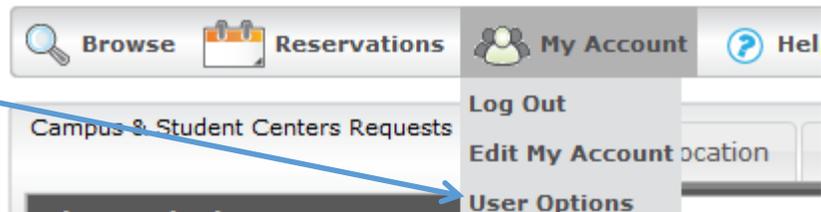
Room Type:  
 Conference/Meeting Room

Repeat steps 3 through 5 to setup default values for other room request templates.

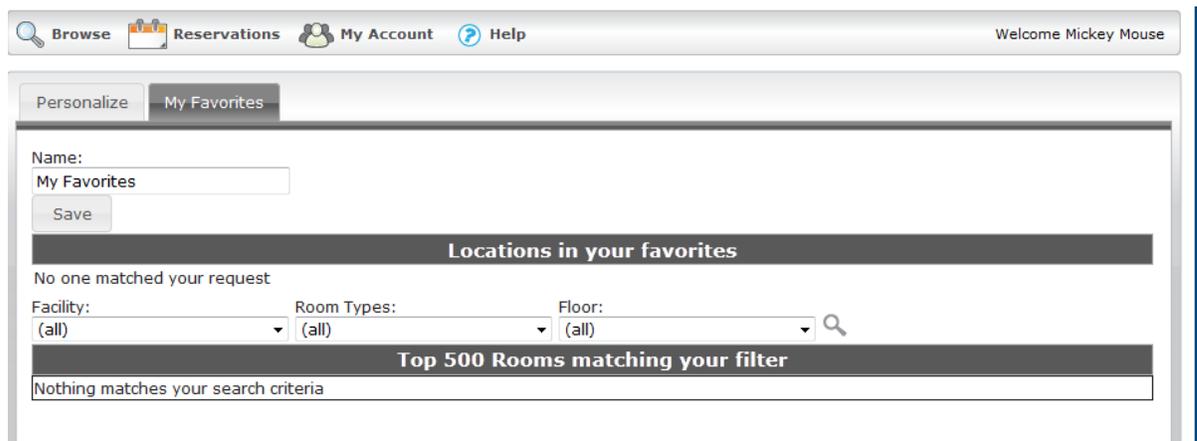
# CREATING A LIST OF FAVORITE ROOMS

The My Account menu contains options for [creating](#) a list of favorite rooms that can be searched for availability when you are creating a room request. This list of favorites is displayed in the Facilities dropdown list on the Room Request page.

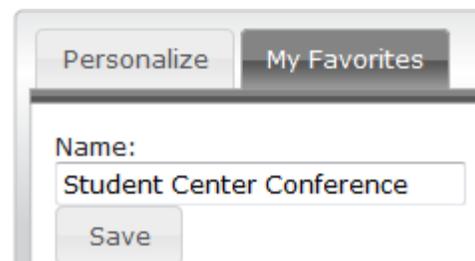
1. Click My Account, then **User Options**



2. Open the My Favorites tab.



3. In the Name field, enter a name for your Favorites list, and click Save. A confirmation message will appear indicating your request was successful.
4. Click OK to close the message and remain on the Favorites tab.



5. Enter the search criteria on the Facility dropdown list, the Room Type dropdown list, and/or Floor dropdown lists and then click the search icon  to return only those rooms that meet all the search criteria.

Personalize My Favorites

Name:  
Student Center Conference

Save

**Locations in your favorites**

No one matched your request

Facility: Student Center Room Types: Conference/Meeting Room Floor: (all) 🔍

**Top 500 Rooms matching your filter**

ADD	FACILITY	ROOM	ROOM TYPE	FLOOR
+	Student Center	Executive Conference Room	Conference/Meeting Room	2nd
+	Student Center	Student Center 201	Conference/Meeting Room	2nd
+	Student Center	Student Center 201A	Conference/Meeting Room	2nd
+	Student Center	Student Center 201B	Conference/Meeting Room	2nd
+	Student Center	Student Center 202	Conference/Meeting Room	2nd
+	Student Center	Student Center 202A	Conference/Meeting Room	2nd
+	Student Center	Student Center 202B	Conference/Meeting Room	2nd
+	Student Center	Student Center 209	Conference/Meeting Room	2nd
+	Student Center	Student Center 221	Conference/Meeting Room	2nd
+	Student Center	Student Center 226	Conference/Meeting Room	2nd

6. Click the Select icon **+** next to each room that you want to include in your Favorites list.

Personalize My Favorites

Name:  
Student Center Conference

Save

**Locations in your favorites**

REMOVE	FACILITY	ROOM	ROOM TYPE	FLOOR
✖	Student Center	Student Center 226	Conference/Meeting Room	2nd
✖	Student Center	Student Center 201	Conference/Meeting Room	2nd
✖	Student Center	Student Center 201A	Conference/Meeting Room	2nd
✖	Student Center	Student Center 201B	Conference/Meeting Room	2nd
✖	Student Center	Student Center 202	Conference/Meeting Room	2nd
✖	Student Center	Student Center 202A	Conference/Meeting Room	2nd
✖	Student Center	Student Center 202B	Conference/Meeting Room	2nd
✖	Student Center	Executive Conference Room	Conference/Meeting Room	2nd

Facility: Student Center Room Types: Conference/Meeting Room Floor: (all) 🔍

**Top 500 Rooms matching your filter**

ADD	FACILITY	ROOM	ROOM TYPE	FLOOR
	Student Center	Executive Conference Room	Conference/Meeting Room	2nd
	Student Center	Student Center 201	Conference/Meeting Room	2nd
	Student Center	Student Center 201A	Conference/Meeting Room	2nd
	Student Center	Student Center 201B	Conference/Meeting Room	2nd
	Student Center	Student Center 202	Conference/Meeting Room	2nd
	Student Center	Student Center 202A	Conference/Meeting Room	2nd
	Student Center	Student Center 202B	Conference/Meeting Room	2nd
+	Student Center	Student Center 209	Conference/Meeting Room	2nd
+	Student Center	Student Center 221	Conference/Meeting Room	2nd
	Student Center	Student Center 226	Conference/Meeting Room	2nd

Now, when you select that room request process the name of your Favorites list is automatically displayed in the Facilities field for the request. If you leave the Facilities field set to this value, then only the rooms that are contained in this Favorites list are automatically searched for availability after you click Find Space. If other facilities are needed, use the dropdown to select other facilities.

Repeat steps 3 through 6 to set favorite lists for other room request templates.

# APPENDIX

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<b>Room Types .....</b>	<b>49</b>
<b>Scheduling Offices .....</b>	<b>50</b>
<b>Setup Types .....</b>	<b>51</b>
<b>Space Inventory .....</b>	<b>54</b>
<b>Space Inventory with Setup Type .....</b>	<b>55</b>

# ROOM TYPES

To simplify searches, there are various room types. Each room or space is assigned one of these types. These types are self explanatory.

## **Type**

---

Athletic Areas  
Classroom  
Classroom - Computer  
Classroom - Lab  
Classroom - Music  
Classroom - Technology  
Concert Hall  
Conference/Meeting Room  
Dining Area  
Display area  
Lecture Hall  
Lobby Area  
Lounge  
Observatory  
Off Campus  
Office  
Other  
Outside  
Parking  
Recreation Facility  
Residence  
Retail  
Theater

# SCHEDULING OFFICES

The following offices and staff are available to assist you with any of your event needs. The staff are experts in event planning and execution.

## **By Office**

### Campus & Student Centers

Paul M Simon – Director	<a href="mailto:simonp@wcsu.edu">simonp@wcsu.edu</a>	7-8494
Mark Gegeny – Associate Director	<a href="mailto:gegenym@wcsu.edu">gegenym@wcsu.edu</a>	7-8211

### Facilities Scheduling & Promotion

John Murphy – Director	<a href="mailto:murphyj@wcsu.edu">murphyj@wcsu.edu</a>	7-8395
Austin Huot – Associate Director	<a href="mailto:houta@wcsu.edu">houta@wcsu.edu</a>	7-9039
Christine Laedke - Assistant Director	<a href="mailto:laedkec@wcsu.edu">laedkec@wcsu.edu</a>	7-9010
Michael Chisholm – Assistant Director	<a href="mailto:chisholmm@wcsu.edu">chisholmm@wcsu.edu</a>	7-8394
Cory Silver – Ass't to Director	<a href="mailto:silverc@wcsu.edu">silverc@wcsu.edu</a>	7-8347

### University Events

Helen Bechard – Coordinator	<a href="mailto:bechardh@wcsu.edu">bechardh@wcsu.edu</a>	7-8800
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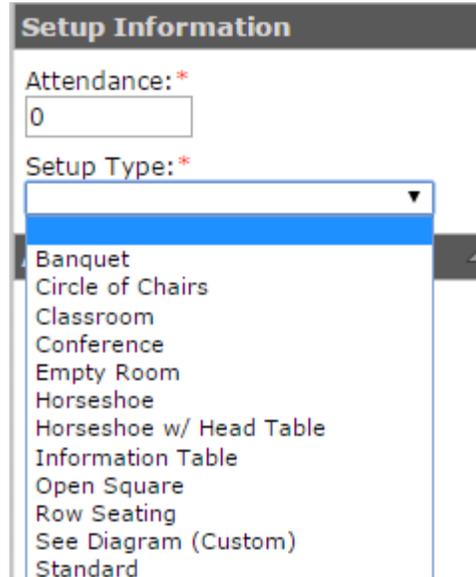
## **By Facility**

Campus Center	Mark Gegeny	7-8211
Midtown Outside	Student Organizations University Departments	Christine Laedke Helen Bechard
Student Center	Mark Gegeny	7-8211
Warener Hall	Student Organizations University Departments	Christine Laedke Helen Bechard
White Hall	Student Organizations University Departments	Christine Laedke Helen Bechard

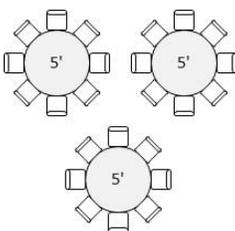
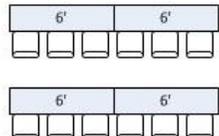
# SETUP TYPES

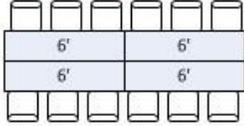
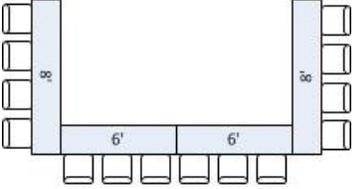
Various setup styles are available depending on the room requested. The list of Setup Types shown is dependent on the template you select, Not all types are available for selection on the portal. For example you will not see Lacrosse as a setup type on any template for an interior space

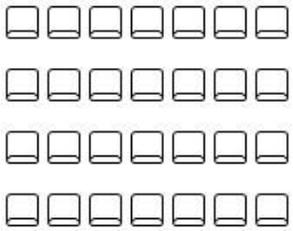
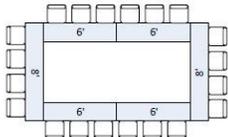
When searching for a room the system will only display available rooms (not already reserved) and rooms that meet your attendance and setup type.



The current Setup Types and description follow. If you need something special, choose See Diagram (custom) and attach a Visio file or picture in the Attachment section. For assistance, please contract the scheduling office for the space requested.

SET UP TYPE	DESCRIPTION
Banquet	<p>This set up type consists of groupings of round tables with chairs set in such a way as to facilitate the serving of food, small group dialogues, etc. Depending on the venue selected, banquet is offered with 5' round tables which comfortably seats eight (8) and 6' round tables which comfortably seats ten (10).</p> <div style="text-align: center;"> <p><b>BANQUET</b></p>  </div>
Expo/Trade Show	<p>Exhibition style setup with tables (or booths) for vendors, displays, products, etc. Specify the number of tables and/or chairs required in the note section of your request.</p>
Classroom	<p>This set up type consists of rows of tables with chairs facing the front of a room. It is appropriate for a long lecture or other events that require extensive note taking.</p> <div style="text-align: center;"> <p><b>CLASSROOM STYLE</b></p>  </div>

<p>Conference</p>	<p>This set up type consists of rectangle tables grouped in the center of a room with chairs placed around all sides. It is appropriate for small meetings.</p> <p style="text-align: right;"><b>CONFERENCE STYLE</b></p> 
<p>Empty Space</p>	<p>Please select this set up type when an event will require a room with open floor space (for example, a student dance). Tables, chairs, audio visual equipment, and other resources may be added to this setup type for catering and other event related requirements.</p>
<p>Horseshoe</p>	<p>This set up type consists of rectangle tables set up in the shape of a horseshow with chairs placed around the perimeter of the tables facing in. It is appropriate for small to medium sized meetings or presentations. If used for presentations the screen will be set facing the center section so participants do not have to turn their chairs.</p> <p style="text-align: right;"><b>HORSESHOE</b></p> 
<p>Horseshoe with Head Table</p>	<p>The same as Horseshoe with a head table and chairs setup in the front of the room.</p>
<p>Information Table</p>	<p>Please select this set up type when reserving a table in the Campus Center or Student Center for bake sales, to advertise events and services, promote your organization, etc.</p>
<p>Outdoor Fair</p>	<p>Please select this set up type for outdoor events that will require tables, chairs, tents, and other equipment. Elaborate on all table and chair requirements in the note section of your request.</p>
<p>Reception</p>	<p>Please select this set up type when an event will be utilizing a space for a reception that will require a large open floor space for guests to interact as well as a combination of round tables for seating and rectangle tables for catering and other event related requirements.</p>

<p>Row Seating</p>	<p>This set up type consists of rows of chairs facing a stage, podium, or other focal point. It is appropriate for a short lecture or larger groups that do not require extensive note taking. If note taking is required, please select classroom. If a gentle curve or other specific set up feature is required, please add a note to your reservation.</p>	<p><b>ROW SEATING</b></p> 
<p>See Attached</p>	<p>Please attach a venue diagram showcasing the type of custom set up required for your event. Use the Attachments section to attach the diagram</p>	
<p>Performance with Side Stage</p>	<p>This set up type is only available in the O'Neill Center. The seating arrangement for this set up consists of bleachers, chair backs, and rows of chairs facing a stage located at the North side of the Feldman Arena. Include any special table and/or chair requirements in the Note Section of your request.</p>	
<p>Square</p>	<p>This set up type consists of rectangle tables formed into a square or rectangle, with chairs placed around all sides. It is appropriate for small and medium size meetings.</p>	<p><b>SQUARE</b></p> 
<p>Standard</p>	<p>Please select this set up type when reserving a space that has seating and/or furniture permanently assigned to it (for example, an academic classroom, performance hall, executive board room, lounge, etc.).</p>	

# SPACE INVENTORY

Currently, the following spaces are available for on-line requests through the events portal. This list continues to expand.

## Midtown Campus

### Outdoor Space

- Alumni Circle
- Berkshire Front Lawn
- Centennial Grove
- Entry Gate
- Fairfield – Back Lawn
- Fairfield – Front Lawn
- Higgins Annex – Outdoor Patio
- Higgins – Front Lawn
- Litchfield – Outdoor Patio
- Litchfield – Side Lawn
- Quad
- Recreation Field (Science Bldg)
- Science Bldg – Lawn
- Warner Hall – Side Lawn
- White Hall – Front Lawn

### Student Center

- 201
- 201 A
- 201 B
- 202
- 202 A
- 202 B
- 209
- 216
- 221
- 226
- 228
- Game Room
- Lobby Area – 5 locations
- Plaza – 8 locations
- Second Floor Landing
- Theatre
- Veranda

### Warner Hall

- Lyceum 101 – White Hall Side
- Lyceum 102 – Haas Side
- Lyceum 103 – Conference Room
- Lyceum Full

### White Hall

- Classroom 022
- Classroom 023
- Classroom 112
- Classroom 301
- Classroom 302
- Ives Concert Hall
- Ives Lobby
- Meeting Room 122
- Meeting Room 127
- Viewing Room 1
- Viewing Room 2

## Westside Campus

### Campus Center

- 212
- 212/214
- 213
- 214
- 300 H
- 315
- Ballroom
- Ballroom North
- Ballroom South
- Lobby Lower Area – 3 locations
- Lobby Upper Area – 3 locations
- South Plaza

# SPACE INVENTORY WITH SETUP TYPES

Listed for each Location are the setup types that are valid and recognized for that location. If you enter anyother setup type, you will be told the space is not available.

## Midtown Campus

- Outdoor Spaces .....56
- Student Center .....59
- Warner Hall.....62
- White Hall .....63

## Westside Campus

- Campus Center .....65

## Midtown - Outside Locations

Space	Setup Type	Min Capacity	Max Capacity
Alumni & Friends Circle	Row Seating	0	70
	Information Table	0	12
	Reception	0	70
	No Set Up Required	0	0
	Outdoor Fair/Event	0	12
Berkshire Hall - Front Lawn	Information Table	1	10
	No Set Up Required	0	0
	Outdoor Fair/Event	1	10
Centennial Grove	Banquet	0	96
	Information Table	0	12
	Reception	0	96
	No Set Up Required	0	0
	Outdoor Fair/Event	0	12
Midtown - Entry Gate	Information Table	0	4
	No Set Up Required	0	0
	Outdoor Fair/Event	0	4
Fairfield Hall - Back Lawn	Information Table	1	8
	No Set Up Required	0	0
	Outdoor Fair/Event	0	8
Fairfield Hall - Front Lawn	Information Table	1	60
	No Set Up Required	0	0
	Outdoor Fair/Event	1	60
Higgins Annex - Outdoor Patio	Information Table	0	0
	Reception	1	32
	No Set Up Required	0	0
	Outdoor Fair/Event	0	0
Higgins Hall - Front Lawn	Information Table	1	8
	No Set Up Required	0	0
	Outdoor Fair/Event	1	8

## Midtown - Outside Locations

Space	Setup Type	Min Capacity	Max Capacity
Litchfield Hall - Outdoor Patio	Information Table	1	6
	No Set Up Required	0	0
	Outdoor Fair/Event	1	6
Litchfield Hall - Side Lawn (8th Ave)	Banquet	0	96
	Information Table	1	20
	No Set Up Required	0	0
	Outdoor Fair/Event	0	20
Quad	Row Seating	0	1,200
	Information Table	0	70
	Performance w/ End Stage	0	1,200
	No Set Up Required	0	0
	Outdoor Fair/Event	0	70
Recreation Field	Volleyball	0	100
	Football	0	100
	Rugby	0	100
	Soccer	0	100
	Field Hockey	0	100
	Lacrosse	0	100
	No Set Up Required	0	0
	Outdoor Fair/Event	0	100
Science Building - Lawn	Information Table	0	24
	No Set Up Required	0	0
	Outdoor Fair/Event	0	24
Warner Hall Side Lawn	Banquet	0	64
	Information Table	0	6
	Reception	0	64
	No Set Up Required	0	0
	Outdoor Fair/Event	0	6

## Midtown - Outside Locations

<b>Space</b>	<b>Setup Type</b>	<b>Min Capacity</b>	<b>Max Capacity</b>
White Hall - Front Lawn	Banquet	0	96
	Information Table	0	12
	Reception	0	96
	No Set Up Required	0	0
	Outdoor Fair/Event	0	12

## Student Center

Room	Setup Type	Min Capacity	Max Capacity
Executive Dining Room	Standard	0	8
Student Center 201	Classroom	0	60
	Empty Space	0	200
	Row Seating	30	200
	Horseshoe w/ Head Table	26	45
	Conference	0	50
	Horseshoe	26	55
	Banquet	10	120
	Circle of Chairs	6	60
	Square	31	54
	Student Center 201A	Classroom	9
Row Seating		20	60
Horseshoe w/ Head Table		12	25
Conference		5	24
Horseshoe		12	25
Banquet		16	48
Square		12	30
Student Center 201B	Classroom	9	30
	Empty Space	10	60
	Row Seating	20	60
	Horseshoe w/ Head Table	12	25
	Conference	15	24
	Horseshoe	12	25
	Banquet	16	48
	Square	10	30
	Student Center 202	Classroom	18
Empty Space		1	150
Row Seating		50	120
Horseshoe w/ Head Table		15	36
Conference		15	30
Horseshoe		15	36
Banquet		30	64
Square		24	42

## Student Center

Room	Setup Type	Min Capacity	Max Capacity
Student Center 202A	Classroom	9	18
	Empty Space	1	50
	Row Seating	10	50
	Horseshoe w/ Head Table	12	20
	Conference	15	25
	Horseshoe	12	20
	Banquet	12	32
	Square	20	30
Student Center 202B	Classroom	9	18
	Empty Space	1	50
	Row Seating	10	50
	Horseshoe w/ Head Table	12	20
	Conference	5	25
	Horseshoe	12	20
	Banquet	12	32
	Square	12	30
Student Center 209	Standard	0	15
	Conference	0	15
Game Room	Standard	0	40
Student Center 216	Standard	0	12
	Conference	0	12
Student Center 221	Standard	0	8
	Conference	0	8
Student Center 223	Standard	0	4
Student Center 226	Standard	0	22
	Conference	0	22
Executive Conference Room	Standard	0	15
	Conference	0	15
Lobby Areas	Information Table	1	3

## Student Center

Room	Setup Type	Min Capacity	Max Capacity
Plaza Areas	Information Table	1	3
Second Floor Landing	Information Table	1	3
Theater	Empty Space	0	171
	Standard	25	171
	No Set Up Required	0	171
Veranda	Standard	1	30
	No Setup Required	1	30

## Warner Hall

Room	Setup Type	Min Capacity	Max Capacity
Warner Hall 101 - South Lyceum	Empty Space	0	0
	Row Seating	20	120
	Banquet	20	96
	Circle of Chairs	10	24
	Expo/Trade Show	20	70
	Reception	20	100
Warner Hall 102 - North Lyceum	Empty Space	0	0
	Row Seating	20	120
	Banquet	20	96
	Circle of Chairs	10	24
	Expo/Trade Show	20	70
	Reception	20	100
Warner Hall 103 - Conference Room	Classroom	10	24
	Horseshoe w/ Head Table	10	24
	Conference	10	24
	Horseshoe	10	24

## White Hall

Room	Setup Type	Min Capacity	Max Capacity
Ives Concert Hall	Row Seating	0	770
	Standard	0	770
Ives Concert Hall - Main Lobby	Empty Space	0	150
	Standard	0	150
	See Diagram (Custom)	0	150
	Reception	0	75
White Hall 122 - Meeting Room	Classroom	15	60
	Empty Space	15	100
	Row Seating	20	98
	Horseshoe w/ Head Table	15	34
	Horseshoe	15	34
	Banquet	24	72
	Square	15	46
	See Diagram (Custom)	15	100
White Hall 127 - Meeting Room	Classroom	15	60
	Empty Space	15	100
	Row Seating	20	112
	Horseshoe w/ Head Table	15	38
	Horseshoe	15	38
	Banquet	24	72
	Square	15	52
	See Diagram (Custom)	15	100
White Hall 022 - Classroom	Classroom	0	42
	Standard	0	42
White Hall 023 - Classroom	Classroom	0	42
	Standard	0	42
White Hall 025 - Viewing Room 1	Row Seating	0	50
	Standard	0	50
White Hall 026 - Viewing Room 2	Row Seating	0	43
	Standard	0	43

## White Hall

Room	Setup Type	Min Capacity	Max Capacity
White Hall 112 - Classroom	Classroom	0	39
	Standard	0	39
White Hall 301 - Classroom (Computer Lab)	Classroom	0	30
	Standard	0	30
White Hall 302 - Classroom (Computer Lab)	Classroom	0	30
	Standard	0	30

## Campus Center

Room	Setup Type	Min Capacity	Max Capacity
Campus Center 212	Classroom	0	20
	Empty Space	0	60
	Row Seating	0	50
	Horseshoe w/ Head Table	0	15
	Conference	0	20
	Horseshoe	0	15
	Banquet	0	20
	Circle of Chairs	0	20
	Square	0	20
	See Diagram (Custom)	0	0
	Campus Center 212 and 214	Classroom	0
Empty Space		0	100
Row Seating		0	100
Horseshoe w/ Head Table		0	25
Conference		0	30
Horseshoe		0	25
Banquet		0	64
Circle of Chairs		0	45
Square		0	30
Campus Center 213		Classroom	0
	Empty Space	0	40
	Row Seating	0	40
	Horseshoe w/ Head Table	0	15
	Conference	0	15
	Horseshoe	0	15
	Banquet	0	20
	Circle of Chairs	0	20
	Square	0	18
	Campus Center 214	Classroom	0
Empty Space		0	40
Row Seating		0	50
Horseshoe w/ Head Table		0	15
Conference		0	20
Horseshoe		0	15
Banquet		0	20
Circle of Chairs		0	20

## Campus Center

Room	Setup Type	Min Capacity	Max Capacity
Campus Center 214 (con't)	Square	0	20
Campus Center Meeting Room 300H	Standard	0	8
Campus Center 315	Standard	0	12
	Conference	0	12
Campus Center Ballroom	Classroom	20	150
	Empty Space	20	550
	Row Seating	20	550
	Horseshoe w/ Head Table	20	60
	Conference	20	100
	Horseshoe	20	60
	Banquet	20	270
	Square	20	100
Campus Center Ballroom North	Classroom	20	100
	Row Seating	20	300
	Horseshoe w/ Head Table	20	50
	Conference	20	40
	Horseshoe	20	50
	Banquet	20	150
	Circle of Chairs	20	100
	Square	20	60
Campus Center Ballroom South	Classroom	20	80
	Empty Space	20	200
	Row Seating	20	200
	Horseshoe w/ Head Table	20	40
	Conference	20	30
	Horseshoe	20	40
	Banquet	20	120
	Circle of Chairs	20	50
	Square	20	50
Lower Lobby Areas	Information Table	0	3

## Campus Center

Room		Setup Type	Min Capacity	Max Capacity
Campus Center South Plaza	Empty Space	5	150	
	Banquet	10	100	
	Information Table	1	30	
Upper Lobby Areas	Information Table	0	3	