

So You Are Planning an Event...

Scheduling Advice from the Schedulers

1. **Plan well in advance and request your space early.** If you are planning a large scale event in the Meridian Ballroom, the MUC Conference Center, or the Activity Center in the Student Fitness Center, it is *not too early to request that space up to a year in advance*. SIUE is a busy place, bustling with activity. Last minute requests are seldom a “sure thing”. Regardless of the size of your event, plan well in advance and request your space early.

2. **Check the potential availability of space before you settle on a date and/or go to request the space.** You can check potential availability of most space across campus at: <https://ems.siu.edu/virtualems/BrowseForSpace.aspx>.

a. Click on the **Filter** link located in the upper right corner above the grid.

The screenshot shows the 'Virtual EMS at SIUE' web application. At the top, there is a navigation bar with 'Browse', 'My Account', and 'Links' links, and a 'Welcome Guest' message. Below this is a 'Browse' section with a date selector set to 'Friday, October 28, 2011' and a '12 Hours' view. A grid displays room availability for various rooms, including 'U2 1102', 'U2 1103', 'U2 1104', 'U2 1112, Study Room', 'U2 1113, Study Room', and 'U2 1116, Study Room'. The grid shows capacity and availability for each room across the day. A red box highlights the 'Filter' button in the top right corner of the grid area.

b. In the dialog box that opens, select the **Date** when you would like to hold your event and select the building from the **Facilities** drop down list.

c. Click on the **Apply** button.

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The screenshot shows a scheduling interface for Friday, October 28, 2011. The main grid lists various rooms and their capacities, with columns for hours 8, 9, 10, and 11. Some rooms have blue blocks indicating they are booked. A red box highlights the 'Date' field (10/28/2011 Fri) and the 'Facilities' dropdown menu (Morris University Center). Another red box highlights the 'Apply' button at the bottom right of the interface.

| Room or Area | Cap | 8 | 9 | 10 | 11 |
|--|-----|---------|---------|----------------|---------|
| 200 University Park Drive | | | | | |
| U2 1102 | 90 | | | | |
| U2 1103 | 90 | | | | |
| U2 1104 | 50 | | | Private | |
| U2 1112, Study Room | 12 | | | | |
| U2 1113, Study Room | 8 | | | | |
| U2 1116, Study Room | 6 | | | | |
| U2 1127 | 32 | | | | |
| U2 1130H, Pharmacy Practice Conference | 8 | | | | |
| U2 220-7 Schnucks Conference Room | 10 | | | Promotion & Te | |
| Alumni Hall | | | | | |
| AH 1201-Windows Computer Classroom | 30 | Private | Private | | Private |
| AH 1203-PC Computer Classroom | 19 | | | | |
| Art & Design Bldg | | | | | |
| AD 2103 Computer Lab | 15 | | | | |
| AD 2101 Computer Lab | 27 | Private | | | |
| AD 1112 New Wagner Gallery | 0 | | | | |

- d. Review the grid that opens. To see times earlier or later in the day, use the left or right arrow button located in front of **12 Hours** in the upper right corner of the grid. To move backward or forward a day at a time, use the left or right arrow buttons located in front of the date in the upper left corner of the grid. Wherever you see a *colored block*, you can be assured that *space is NOT available* for your event during that time. The “tails” on either end of a color block indicate the setup and/or tear down time allotted for the event. In the sample below, you can see that a number of the MUC Display Tables are scheduled between 9 a.m. and 3:00 p.m. Do not waste your time trying to request space that you can see is already booked.

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| Room or Area | Cap | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------------|-----|---|---|----|----|-------|---|---|---|---|---|---|---|
| MUC Conference Center | 240 | | | | | | | | | | | | |
| MUC Cougar Den | 0 | | | | | | | | | | | | |
| MUC Display Table 1, Goshen Slate | 2 | | | | | | | | | | | | |
| MUC Display Table 2, Goshen Slate | 2 | | | | | | | | | | | | |
| MUC Display Table 3, Goshen Slate | 2 | | | | | | | | | | | | |
| MUC Display Table 4, Goshen Slate | 2 | | | | | | | | | | | | |
| MUC Display Table 5, Goshen Slate | 2 | | | | | | | | | | | | |
| MUC Display Table 6, Lower Level | 2 | | | | | | | | | | | | |
| MUC Display Table 7, Lower Level | 2 | | | | | | | | | | | | |
| MUC Display Table 8, Lower Level | 2 | | | | | | | | | | | | |
| MUC Dogwood Room | 36 | | | | | | | | | | | | |
| MUC Goshen Lounge | NA | | | | | | | | | | | | |
| MUC Green Room | NA | | | | | | | | | | | | |
| MUC Hackberry Room | 100 | | | | | | | | | | | | |
| MUC Hickory Room | 48 | | | | | | | | | | | | |
| MUC Illinois Room | 48 | | | | | | | | | | | | |
| MUC International Room | 18 | | | | | | | | | | | | |
| MUC Kimmel Conference Room (1060C) | 16 | | | | | | | | | | | | |
| MUC Madison Room | 180 | | | | | | | | | | | | |

- e. When the grid is white, you *cannot* necessarily conclude that space *is* available for your group, you can only conclude that it *may be* available. Check the room capacity (**Cap** column) to see if the room is large enough to hold your event. There are building priorities, set up considerations, and more that may preclude your being able to book space that may appear to be available. Go ahead and contact the scheduling unit to further explore the actual availability of the space.

3. **Think through and plan for every detail of your event.** Will the event require any special equipment (data projector, podium, coat rack, etc.) or services (catering, audio visual technicians, recreational personnel, etc.)? Will the event require a specific set up? Neglected or incomplete details discovered at the last minute will likely result in additional last minute charges at best or the complete inability to support that portion of your event in the worst case scenario. Remember that lack of planning on your part does not constitute an emergency on the part of the unit attempting to support your event.

4. **Contact the appropriate scheduling unit to request space for your event.** Contact information for the majority of the scheduling units on campus is available at: <https://ems.siu.edu>. Be prepared to provide the scheduling unit with the following information:
- Your anticipated **Attendance**. The scheduler needs a realistic estimate of the number of individuals expected to attend the event in order to assure the selected room meets your needs.
 - The **Event Start** and **End Time**. The time your event actually starts and ends.

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- c. The **Reserved Start** and **End Time**. If you will need to be in the space prior to and/or after the event to set it up or tear it down, let the scheduler know.
- d. The **Event Name**. The name should be descriptive enough to be self-explanatory to anyone seeing it in an online calendar. The name should also be the same one that will be used in advertising the event. The most basic event name can simply be a combination of your group's name and the event type (i.e. *ABC Group Executive Committee Meeting*)
- e. The **Event Type**. Is this a meeting, a performance, a rehearsal, a cultural event?
- f. The **Sponsor** and their **SIUE account number**. If there are any charges associated with this event, who will pick up the tab? The answer to that question generally determines the sponsor.
- g. **Contacts** for the event. Who (Name, SIUE Email address, and telephone number) is authorized to schedule this event, answer questions about it, and/or make changes to it?
- h. **Equipment Needed, Services Required, and Set Up Instructions**.

Developed by Information Technology Services in cooperation with schedulers from:

- Campus Recreation
- Conferences & Institutes
- Intercollegiate Athletics
- Kimmel Leadership Center
- Morris University Center