

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 'Filter' button is highlighted in red. The main content is a grid showing room availability for various rooms on that date. The rooms listed are: 200 University Park Drive, U2 1102, U2 1103, U2 1104, U2 1112, Study Room, U2 1113, Study Room, and U2 1116, Study Room. The grid columns represent hours from 8 AM to 6 PM. Some rooms have blue blocks indicating they are reserved, such as 'Private' and 'Safety Meeting' in room U2 1104.

Room or Area	Cap	8	9	10	11	12 PM	1	2	3	4	5	6
200 University Park Drive												
U2 1102	90											
U2 1103	90											
U2 1104	50			Private	Safety Meeting							
U2 1112, Study Room	12											
U2 1113, Study Room	8											
U2 1116, Study Room	6											

- 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 application interface. On the left, a table lists various rooms and their capacities. The table has columns for the room name, capacity, and days of the week (8, 9, 10, 11). Several cells in the table are highlighted in blue with the word 'Private', indicating that the room is not available for booking during those times. On the right side, there are several filters and controls: a date selector (10/28/2011 Fri), a facilities dropdown menu (Morris University Center), and a list of features with checkboxes (1st Floor, 2nd Floor, Carpeting, Chalk Board/Media Board, Conference Table, Data Jack/Internet Connection, Direct access to Restaurant). At the bottom right, there are three buttons: 'Apply', 'Save', and 'Reset'. The 'Apply' button is highlighted with a red box.

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