

**WELCOME TO THE UNIVERSITY OF VERMONT
EMS PORTAL TRAINING
BY THE END OF THIS TRAINING YOU WILL BE ABLE TO:**

1. Request space on campus for events
2. Set up reoccurring meetings on campus
3. Request additional services such as catering
4. Know who to call for help with EMS and events on campus

This training will take about 15 minutes.

PLANNING AHEAD: WHAT TO KEEP IN MIND WHEN PLANNING YOUR EVENT

- Make your request as early as possible because space at UVM is limited and your desired space may not be available
- One year in advance for most non-classroom spaces
- Upon the Registrar release for classrooms (Spring, Summer, Fall)
- Outdoor, Alcohol, and Complex events require 3 weeks notice
- Catered events should be entered at least 2 weeks in advance
- All new events and event changes within 7 business days require a phone call, the EMS system will not allow you to enter or edit information

AN EXAMPLE PART 1: YOUR EVENT WILL TAKE PLACE IN 5 MONTHS

- Start by requesting your desired space using the EMS portal
- Enter your information based on the best possible event scenario
 - Maximum number of people (plan for everyone to RSVP yes)
 - Take your best guess at technical needs (plan for sound/lights)
 - How would you like the room arranged (your current best info)
- Remember that adjusting your event details lower will always be easier than finding a bigger room, adding labor, or adding resources on short notice.

AN EXAMPLE PART 2: YOUR EVENT WILL TAKE PLACE IN 5 MONTHS

- **5 months out:** Request the space early as possible, enter any know info
- **3-4 weeks out from your event:**
 - Provide menu details to your caterer
 - Bar or Alcohol requests must be entered
 - Update any know event details
 - Adjust your calendar text if needed
- **7 business days out from your event:**
 - Final catering numbers
 - Final setup details and A/V changes
- **Less than 7 business days:** Phone call required

TO START: SIGN INTO THE PORTAL USING YOUR UVM NET ID.

EMS Portal at The University of Vermont

HOME

BROWSE

- EVENTS
- LOCATIONS

LINKS

- Event Planning Tools
- Approved Caterers
- Catering Guidelines
- UVM Dining
- Athletic Facilities
- Dudley H. Davis Center
- UVM Alumni House
- Event Services Staff

SITE HOME MY HOME

The University of Vermont's EMS Portal

Your next campus event starts here!

Reserving a space on campus is easy using EMS, our virtual event reservation system.

Within EMS, you can search for available rooms, browse room diagrams, and submit your catering request and more.

UVM Faculty/Staff/Students: Log in using your Net ID to submit a reservation request.


Individuals outside of the UVM community: please contact University Event Services at 802.656.5665 or EventServices@uvm.edu. We would be glad to assist you!

New UVM Faculty/Staff/Students: If you have not used the EMS Portal before please complete the training in the link below. Your EMS Portal account will be activated upon successfully completing the training and quiz:

How to use the EMS Portal

Important Note: This system is for REQUESTING space, and is not a guarantee of availability nor approved use of requested space.

You will receive a confirmation email after a staff member has had an opportunity to review your request.



THE WELCOME PAGE WILL PROVIDE YOU WITH CAMPUS UPDATES, SCHEDULING GUIDES, AND OTHER INFORMATION YOU MAY FIND USEFUL WHILE PLANNING YOUR EVENT.

EMS Portal at The University of Vermont

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

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SITE HOME MY HOME

Welcome to The University of Vermont EMS Portal

Click to revisit your EMS training: [Learn how to use the EMS Portal](#)

Construction News: [Construction Updates](#)

News about ongoing campus construction.

Facility News:

Information on building and room changes.

Other:

Space requests and event planning at UVM:

There are several groups on the UVM Campus that manage spaces and equipment.

Registrar: The Registrar schedules all accredited classes in General Purpose (GP) Classroom spaces. Accredited classes should be entered into Banner. All request for room changes for these classes should be directed to the registrar at classroom@uvm.edu

Athletics: Athletics approves all spaces in Athletic buildings and fields. If your event is not athletic related, UES will assist in coordinating your event after the space has been approved by Athletics.

Davis Center: DC schedulers Brian Wichert (4th floor) and Holly Pedrini (1st – 3rd floors) will schedule and assist you with coordinating all internal DC space event needs. Please contact them at 802.656.1204 or drevents@uvm.edu

Scroll down for additional info

THE WELCOME PAGE WILL ALSO PROVIDE YOU WITH EASY-ACCESS POLICY LINKS TO HELP ANSWER QUESTIONS YOU MAY HAVE WHEN PLANNING YOUR EVENT

EMS Portal at The University of Vermont

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YOU CAN CREATE A NEW RESERVATION

EMS Portal at The University of Vermont

HOME

SITE HOME MY HOME

CREATE A RESERVATION

MY EVENTS

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EVENTS

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OR MODIFY ONE OF YOUR EXISTING EVENTS

Note: If you want to make changes to an event within 7 business days, a phone call is required.
For events in the Davis Center, call 656-1204.
For events elsewhere on Campus, call 656-6557.

EMS Portal at The University of Vermont

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LET'S START BY CREATING A NEW REQUEST. SELECT 'CREATE A RESERVATION' AND 'BOOK NOW' IN THE REQUEST A ROOM TEMPLATE. YOU MAY HAVE MORE THAN ONE TEMPLATE AVAILABLE TO YOU.

Room Request

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

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My Reservation Templates

Request a Room

Request an Outdoor Space

book now about

book now about

ENTER YOUR EVENT DATE(S) & TIMES

Note: If you want to schedule space within 7 business days, call our team for assistance. For events in the Davis Center, call 656-1204. For events elsewhere on campus, call 656-6557.

Date & Time

Date: Fri 10/19/2018

Start Time: 9:00 AM

End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Locations (all)

Setup Types Default

Room Types (all)

My Cart (0)

1 Rooms **2 Services** **3 Reservation Details**

Next Step

We always recommend you submit your reservation request as early as possible. At a minimum, requests must be submitted at least 7 business days prior to the event date.

If the event requires catering, requests should be submitted 14 business days prior to your event date.

If the event is outdoors, high profile or high risk in nature, or requires onsite police services, requests should be submitted 21 business days prior to your event date.

SPECIFY YOUR ROOM PARAMETERS

Room Request

Date: Fri 10/19/2018 **Recurrence**

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations **Add/Remove**
(all)

Let Me Search For A Room

Setup Types **Add/Remove**
Default

Room Types **Add/Remove**
(all)

Features **Add/Remove**
(none)

Number of People: 0

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

You may narrow down your room search by selecting any number of parameters. Please remember that your search results will not show rooms that do not meet the parameters you have set.

Example: If you select a specific building, you will not see any available rooms in other buildings. If you select boardroom style, you will only see rooms setup boardroom style or with the ability to be setup boardroom style (not standard).

ENTER YOUR EXPECTED ATTENDANCE

Room Request

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Date: Fri 10/19/2018 **Recurrence**

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: (all) **Add/Remove**

Search

Let Me Search For A Room

Setup Types: Default **Add/Remove**



Room Types: (all) **Add/Remove**

Features: (none) **Add/Remove**



Number of People: **Search**


Attendance numbers will assist you finding the appropriate space. Search results will not show rooms that do not meet your minimum expected attendance numbers.



SELECT SEARCH TO SEE AVAILABLE SPACES



Room Request



Date: 

Start Time:  End Time: 

Create booking in this time zone:

Locations:


Let Me Search For A Room

Setup Types:

Room Types:

Features:


Number of People:



Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.



YOUR SELECTED TIME RANGE APPEARS BETWEEN THE RED LINES

Room Request

Request a Room 1 Rooms 2 Services 3 Reservation Details My Cart (0) Create Reservation

New Booking for Fri Oct 19, 2018 Next Step

Date & Time	Selected Rooms
Date Fri 10/19/2018 Recurrence	Your selected Rooms will appear here.
Start Time 9:00 AM	Room Search Results
End Time 10:00 AM	LIST SCHEDULE
Create booking in this time zone Eastern Time	<input type="checkbox"/> Favorite Rooms o...
Locations (all) Add/Remove	<input type="text" value="Find A Room"/> Search
Search	
<input checked="" type="checkbox"/> Let Me Search For A Room	
Setup Types Default Add/Remove	
Room Types (all) Add/Remove	

Rooms You Can Request

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8
Aiken Center (ET)	Cap														
+ Aiken Center 102	87														
+ Aiken Center 110	60														
+ Aiken Center 112	36														
+ Aiken Center 218 (...)	48														
Allen House (ET)	Cap														
+ Allen House 102 (l)	16														

REVIEW SPACE AVAILABILITY DURING YOUR SELECTED TIMES

Room Request

Request a Room ⓘ My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Sat Oct 20, 2018 Next Step

Date: Sat 10/20/2018 Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: Aiken Center, Allen House Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Room Types: Add/Remove

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Rooms o... Find A Room Search

Rooms You Can Request	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8
Aiken Center (ET) Cap														
+ Aiken Center 102 87														
+ Aiken Center 110 60														
+ Aiken Center 112 36														
+ Aiken Center 218 (... 48														
Allen House (ET) Cap														

Available spaces appear empty

Spaces in use (not available) are shaded

SELECT THE AVAILABLE ROOM(S) YOU WANT

You may select multiple rooms (bookings) in one reservation

Room Request

Request a Room ⓘ My Cart (0) Create Reservation

1 Rooms | 2 Services | 3 Reservation Details

New Booking for Sat Oct 20, 2018 Next Step

Date & Time

Date: Sat 10/20/2018 Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations Add/Remove

Aiken Center, Allen House Search

Let Me Search For A Room

Setup Types Add/Remove

(no preference)

Room Types Add/Remove

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST | **SCHEDULE**

Favorite Rooms o... Search

Rooms You Can Request

	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8
Aiken Center	Cap													
<input type="checkbox"/> Aiken Center 102	87													
<input type="checkbox"/> Aiken Center 110	60													
<input type="checkbox"/> Aiken Center 112	36													
<input type="checkbox"/> Aiken Center 118	48													
<input type="checkbox"/> Allen House (ET)														

Click on the room names to see their photos and details

Click the + symbol to select a room

ROOM SETUP TYPE: DEFAULT VS SPECIAL REQUEST SETUP

The screenshot shows a web application for room booking. A modal dialog box titled "Attendance & Setup Type" is open, prompting the user to enter the number of attendees and the desired setup type. The "No. of Attendees" is set to 25, and the "Setup Type" is set to "Lecture Style". An orange arrow points from a text box below to the "Lecture Style" dropdown menu.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

25

Setup Type *

Lecture Style

Add Room Cancel

Request a Room

New Booking for Sat Oct 20, 2018

Date & Time

Date: Sat 10/20/2018

Start Time: 9:00 AM

End Time: 10:00 AM

Locations: Aiken Center, Allen House

Rooms You Can Request

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8
Aiken Center (ET)	Cap														
Aiken Center 102	87														
Aiken Center 110	60														
Aiken Center 112	36														
Aiken Center 218 (...)	48														
Allen House (ET)	Cap														
Allen House 102 (L...)	16														

The default room setup will appear automatically. Some rooms have multiple setup options, any option other than the room default (standard setup) will incur labor charges.

YOUR SELECTED ROOM(S) WILL MOVE TO THE TOP

Tip: You can select multiple rooms on one reservation. You may also select a room and then change your search parameters (date, time, attendance) to find additional spaces.

The screenshot displays the 'Room Request' web application interface. The top navigation bar is green with a menu icon, a search icon, and a user profile icon. Below the navigation bar, the page title 'Room Request' is centered. A progress indicator shows three steps: '1 Rooms' (highlighted), '2 Services', and '3 Reservation Details'. On the right, there is a 'My Cart (1)' icon and a 'Create Reservation' button.



The main content area is titled 'New Booking for Sat Oct 20, 2018' with a 'Next Step' button. A sidebar on the left contains search filters: 'Date' (Sat 10/20/2018), 'Start Time' (9:00 AM), 'End Time' (10:00 AM), 'Create booking in this time zone' (Eastern Time), 'Locations' (Aiken Center, Allen House), and 'Room Types' (all). A 'Search' button is located at the bottom of the sidebar.

The main content area features a 'Selected Rooms' section, highlighted with an orange border, containing a red minus icon and the text 'Aiken Center 102'. Below this is the 'Room Search Results' section, which includes a 'LIST' and 'SCHEDULE' tab. The 'SCHEDULE' tab shows a grid of room availability for the selected date and time. The grid has columns for hours from 7 AM to 8 PM. The 'Rooms You Can Request' section lists the following rooms and their capacities:



Room	Capacity
Aiken Center (ET)	Cap
Aiken Center 102	87
Aiken Center 110	60
Aiken Center 112	36
Aiken Center 218 (...)	48
Allen House (ET)	Cap
Allen House 102 (L...)	16

The 'Aiken Center 102' row is highlighted in green, indicating it is the selected room. A blue bar is visible in the 'Aiken Center 218 (...)' row, indicating its availability for the selected time slot.


LET'S PRETEND YOUR EVENT IS A RECURRING MEETING



Room Request








x Request a Room ⓘ

 My Cart (0) [Create Reservation](#)

1 Rooms ▶ **2 Services** ▶ **3 Reservation Details**

New Booking for Fri Oct 19, 2018 [Next Step](#)

Date & Time	Selected Rooms
<p>Date</p> <p>Fri 10/19/2018  Recurrence</p>	<p>Your selected Rooms will appear here.</p> <p> Search Results</p>
<p>Start Time</p> <p>9:00 AM </p>	<p>Rooms matching your search criteria will appear here.</p>
<p>End Time</p> <p>10:00 AM </p>	
<p>Create booking in this time zone</p> <p>Eastern Time ▼</p>	
<p>Locations Add/Remove</p> <p>(all)</p> <p>Search</p>	
<p>Let Me Search For A Room</p>	
<p>Setup Types Add/Remove</p> <p>Default</p>	
<p>Room Types Add/Remove</p> <p>(all)</p>	



THE UNIVERSITY OF VERMONT
EVENT SERVICES

WE RECOMMEND SELECTING RANDOM FOR RECURRING MEETINGS BECAUSE IT PROVIDES BETTER SEARCH RESULTS

The screenshot shows a web application interface for room booking. A modal window titled "Recurrence" is open in the center. The modal has a close button (X) in the top right corner. It contains the following elements:

- Repeats:** A dropdown menu with "Daily" selected. An orange arrow points to the "Random" option in the dropdown list. Other options are "Daily", "Weekly", "Monthly", and "Random". A "Remove Recurrence" button is to the right.
- Frequency Selection:** Radio buttons for "Every" (selected), "Weekdays Only", and "End after".
- Start Date:** A date picker set to "Fri 10/19/2018".
- End Date:** A date picker set to "Sat 10/20/2018" with "(2 occurrences)" next to it.
- End after:** A text input field with "1" and "occurrence(s)" next to it.
- Time Selection:** "Start Time" and "End Time" fields, both set to "9:00 AM" and "10:00 AM" respectively, with circular refresh icons.
- Time Zone:** A dropdown menu set to "Eastern Time".
- Buttons:** "Apply Recurrence" and "Close" buttons at the bottom right.

The background interface shows a "Room Request" page with a "Request a Room" button, a "New Booking for Fri Oct 19, 2018" section, and various filters and search options.

THAT WAY, YOU CAN EASILY SKIP UNIVERSITY HOLIDAYS, CLOSURES, OR FINAL EXAM WEEK DATES

The screenshot shows a web interface for requesting a room. A modal window titled "Recurrence" is open, displaying a calendar for October 2018. The calendar has several dates selected: 21, 22, 23, 24, and 25. Below the calendar, there are fields for "Start Time" (9:00 AM) and "End Time" (10:00 AM), and a "Create booking in this time zone" dropdown set to "Eastern Time". An orange arrow points from a text box to the "Apply Recurrence" button.

Recurrence

Repeats:

October 2018

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Start Time:

End Time:

Create booking in this time zone:

After selecting your dates, apply recurrences

REVIEW THE ROOM AVAILABILITY ACROSS YOUR DATES

Request a Room i

My Cart (0) ▶ Create Reservation

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Sun Oct 21, 2018

Next Step

Date & Time	Selected Rooms																																																
Occurs on various dates, effective Sun Oct 21, 2018 until Thu Oct 25, 2018 from 9:00 AM to 10:00 AM Eastern Time. (3 occurrences)	Your selected Rooms will appear here.																																																
Recurrence	Room Search Results																																																
	LIST																																																
Locations Add/Remove Aiken Center,Billings-Ira Allen Lecture Hall,C...	<input type="checkbox"/> Favorite Rooms 0...																																																
Search	<input type="text" value="Find A Room"/> Search																																																
Let Me Search For A Room	Rooms You Can Request																																																
Setup Types Add/Remove (no preference)	<table border="1"><thead><tr><th>Room</th><th>Available</th><th>Location</th><th>Floor</th><th>TZ</th><th>Cap</th><th>Price</th><th>Filter Match</th></tr></thead><tbody><tr><td><input type="checkbox"/> Aiken Center 218 (Solarium)</td><td>3/3</td><td>Aiken Center</td><td>02</td><td>ET</td><td>48</td><td>100.00 Half Day,200.00 Full Day based on Reserved hours with 100% Discount</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Cohen Hall 101</td><td>2/3</td><td>Cohen Hall</td><td>01</td><td>ET</td><td>35</td><td>220.00 Half Day,440.00 Full Day based on Reserved hours with 100% Discount</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Cohen Hall 102</td><td>2/3</td><td>Cohen Hall</td><td>01</td><td>ET</td><td>35</td><td>220.00 Half Day,440.00 Full Day based on Reserved hours with 100% Discount</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Cohen Hall 103</td><td>2/3</td><td>Cohen Hall</td><td>01</td><td>ET</td><td>25</td><td>220.00 Half Day,440.00 Full Day based on Reserved hours with 100% Discount</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Aiken Center 101</td><td>2/3</td><td>Aiken Center</td><td>01</td><td>ET</td><td>60</td><td>160.00 Half Day,320.00 Full Day based on Reserved hours with 100% Discount</td><td><input type="checkbox"/></td></tr></tbody></table>	Room	Available	Location	Floor	TZ	Cap	Price	Filter Match	<input type="checkbox"/> Aiken Center 218 (Solarium)	3/3	Aiken Center	02	ET	48	100.00 Half Day,200.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>	<input type="checkbox"/> Cohen Hall 101	2/3	Cohen Hall	01	ET	35	220.00 Half Day,440.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>	<input type="checkbox"/> Cohen Hall 102	2/3	Cohen Hall	01	ET	35	220.00 Half Day,440.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>	<input type="checkbox"/> Cohen Hall 103	2/3	Cohen Hall	01	ET	25	220.00 Half Day,440.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>	<input type="checkbox"/> Aiken Center 101	2/3	Aiken Center	01	ET	60	160.00 Half Day,320.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>
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Room Types Add/Remove (all)																																																	
Features Add/Remove (none)																																																	
Number of People																																																	

Available 3 of 3 requested dates

Available 2 of 3 requested dates

IF THE ROOM YOU WANT IS NOT AVAILABLE ON ALL DATES, SELECT THE ROOM YOU WANT AND THE SYSTEM WILL SEARCH FOR AVAILABLE ROOMS ON THE DATES YOUR PREFERRED ROOM IS NOT AVAILABLE.

Room Request

Request a Room 1 Rooms 2 Services 3 Reservation Details My Cart (1) Create Reservation

New Booking for Sun Oct 21, 2018 Next Step

Date & Time: Occurs on various dates, effective Sun Oct 21, 2018 until Thu Oct 25, 2018 from 9:00 AM to 10:00 AM Eastern Time. (3 occurrences)

Selected Rooms Attendance & Setup Type

➖ Cohen Hall 101 (2 of 3 occurrences with 1 conflicts)

Room Search Results

LIST

Favorite Rooms o...



Find A Room Search

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
3occurrence(s): ➖ 2 In Cohen Hall 101 1 Remaining Skip 1							
Rooms You Can Request							
+ Allen House 102 (Leon Lawrence Community Lounge)	1/1	All House					✔
+ Allen House 204 (Conference Room)	1/1	Allen House	03	ET	15		✔
+ Aiken Center 218 (Solarium)	1/1	Aiken Center	02	ET	48	100.00 Half Day,200.00 Full Day based on Reserved hours with 100% Discount	✔
+ Allen House 303-304 (Multipurpose/Meditation Room)	1/1	Allen House	04	ET	10		✔




Available 2 of 3 requested dates

Available rooms for your missing dates.

ONCE YOU HAVE SELECTED YOUR ROOM(S), CLICK NEXT STEP



Room Request



Request a Room ⓘ

1 Rooms ▶ **2 Services** ▶ **3 Reservation Details**

My Cart (1) **Create Reservation**

New Booking for Sun Oct 21, 2018

Date & Time

Occurs on various dates, effective Sun Oct 21, 2018 until Thu Oct 25, 2018 from 9:00 AM to 10:00 AM Eastern Time. (3 occurrences)

Recurrence

Locations **Add/Remove**
Aiken Center,Billings-Ira Allen Lecture Hall,C...

Search

Let Me Search For A Room

Setup Types **Add/Remove**
(no preference)

Room Types **Add/Remove**
(all)

Features **Add/Remove**
(none)

Number of People

Selected Rooms **Attendance & Setup Type**

➖ Cohen Hall 101 (2 of 3 occurrences), ➖ Aiken Center 218 (Solarium) (1 of 3 occurrences)

Room Search Results

LIST


Favorite Rooms o...

Search


Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
➕ Allen House 102 (Leon Lawrence Community Lounge)	3/3	Allen House	02	ET	12		<input type="checkbox"/>
➕ Allen House 204 (Conference Room)	3/3	Allen House	03	ET	15		<input type="checkbox"/>
➕ Aiken Center 218 (Solarium)	3/3	Aiken Center	02	ET	48	100.00 Half Day,200.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>
➕ Allen House 303-304 (Multipurpose/Meditation Room)	3/3	Allen House	04	ET	10		<input type="checkbox"/>
➕ Hills Agricultural Science 017	2/3	Hills Agricultural Science	02	ET	37	160.00 Half Day,320.00 Full Day based on Reserved hours with 100% Discount	<input type="checkbox"/>

Next Step

ENTER YOUR EVENT DETAILS



Room Request

? 

✕ Request a Room My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation

Next Step

Event Details

Is this a political event? *

Choose one

Does this event include a high profile guest speaker? Band or DJ? *

Choose one

Does your event require furniture setup or technical support? *

Choose one

Will you need to arrive prior to the start of your event? *

Choose one

Will your event require parking for non-UVM attendees? *

Choose one

Will you require shuttles to and from your event location? *

Choose one

Services Summary

Setup Details

REQUIRED: please tell us about your event

Enter all of your event information and requirements, such as:

- Additional pre/post event time
- Room setup
- Sound & Lighting
- Tables, chairs, trash & recycling
- Technical details
- Electrical details
- Transportation & Parking needs

Give us a brief overview of your event or enter any event details you were unable to request in the above fields.

EVENT DETAIL REQUESTS WILL EXPAND WHEN YOU SELECT 'YES'

The screenshot shows a 'Room Request' form with two main sections: 'Event Details' and 'Services Summary'. The 'Event Details' section contains several questions with dropdown menus and text input fields. Two orange arrows point from explanatory text boxes to the 'Yes' dropdowns for the first and second questions.

Event Details

Does your event require furniture setup or technical support? *

Yes

Do you need the room setup in any special way? Please describe.

Will your event need any sound, video, or lighting equipment?

Would you like on-site technical assistance for your event? Please note this will incur an additional cost.

Will your event require parking for non-UVM attendees? *

Yes

Number of non UVM attendees who will need parking (Your request does not guarantee on-site parking. Transportation and Parking will use the information provided to determine what parking is best suited based on availability (may include parking off-site). *

Number of ADA accessible parking spaces *

Will you require shuttles to and from your event location? *

No

Services Summary

Selecting 'YES' will expand the follow up questions. Selecting 'NO' will allow you to move forward without additional questions.

Selecting 'YES' will expand the follow up questions. Selecting 'NO' will allow you to move forward without additional questions.

SELECT IF YOU WOULD LIKE YOUR EVENT TO SHOW ON THE UVM CAMPUS CALENDAR

Room Request

University Calendar

Submit to the Campus Calendar of Events *

Yes

Open to the Public *

Please enter a description of your event to display on the calendar. *

Event URL *

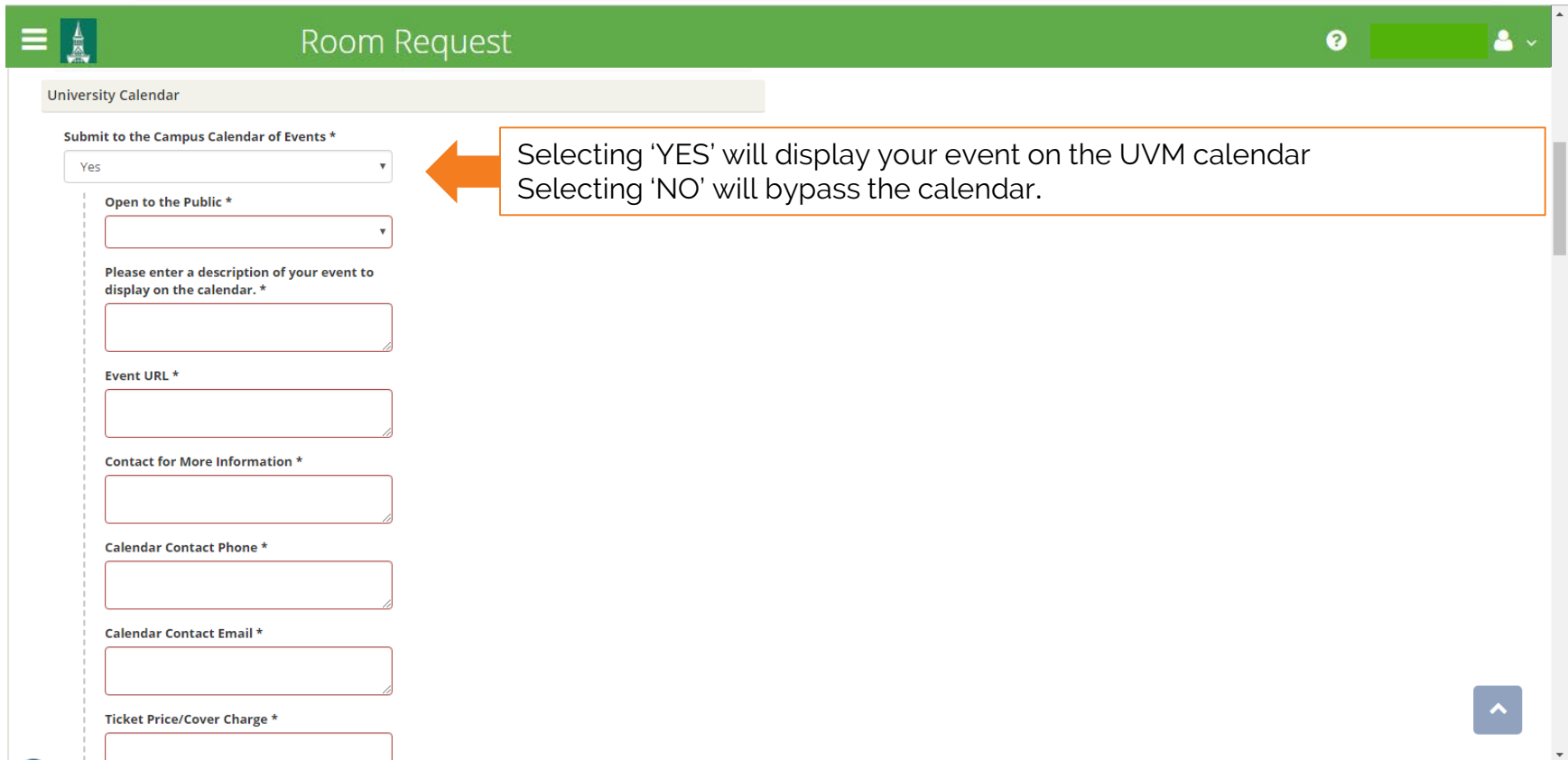
Contact for More Information *

Calendar Contact Phone *

Calendar Contact Email *

Ticket Price/Cover Charge *

Selecting 'YES' will display your event on the UVM calendar
Selecting 'NO' will bypass the calendar.



NEXT, IT'S TIME TO INPUT YOUR CATERING SERVICES. LET'S REVIEW HOW TO REQUEST UVM DINING SERVICES

TIP: If you don't know your menu selections yet, you can log in at a later date (outside 7 business days) and update your reservation with a catering request.

Room Request

Catering Menu (UVM Dining)

Start Time [ET]: 9:00 AM
End Time [ET]: 10:00 AM
Service Type: (Select Service Type)
Estimated Count: 10

Account Options *: Choose one

Function Notes and Instructions

- *Special Event Instructions
- LTO -Limited Time Offerings
- *Morning Fare
- *A La Carte Breakfast Selections
- Get Real Lunch (Real Food)
- Get Real Displays (Real Food)
- Get Real Dessert (Real Food)
- Get Real Dinner (Real Food)
- Get Real Beverages (Real Food)

Your estimated attendance will pre-fill this field

Select your account option (you may have more than one option)

Remember: All catering requests should be submitted in EMS at least 7 business days before your event, With 14 days preferred. If you are within 7 business days of your event, you must call University Dining Services.

EXTERNAL PRE-APPROVED CATERING.

If a catering company is not listed under the pre-approved group, there is a process to address this on the next section.

Room Request

External Approved Caterer

Start Time [ET]: 9:00 AM
End Time [ET]: 10:00 AM
Service Type: (Select Service Type)

Caterers you may contact: ^

Bar Service (UVM Dining)

Start Time [ET]: 9:00 AM
End Time [ET]: 10:00 AM
Service Type: (Select Service Type)



Cost Center *
Choose one

Function Instructions and Notes



Cash Bars ^
Host Bars ^
Bar Services ^

Expanding this field will show you the current pre-approved external caterers. External approved caterers are updated frequently. You will need contact the caterer directly with your order as the EMS system will not capture menu information for external caterers.

OTHER FOOD OR CATERING WAIVER REQUESTS




Room Request



Catering Waiver or Other Food

Are you planning to have food at your event that is not University Dining Services or an External Approved Caterer?

Yes 

Pizza, Group Member Potluck, Pre-Packaged Individual Snacks (Catering Waiver Not Required)
[Add/Remove](#)


We are planning a potluck that includes non group members. (please describe)

We are selling food. (please describe where/how food will be prepared)

We are using donated food from: (please describe donation source and food)

Would like to use non pre-approved vendor: (vendor name) Prior to event you must provide a copy of vendor VT Board of Health License to Operate and COI reflecting \$1,000,000 in General & Auto Liability coverage listing UVM as additional insured.


I have read and agree to the terms and conditions

Catering Details 

*Required: Where will you setup the catering

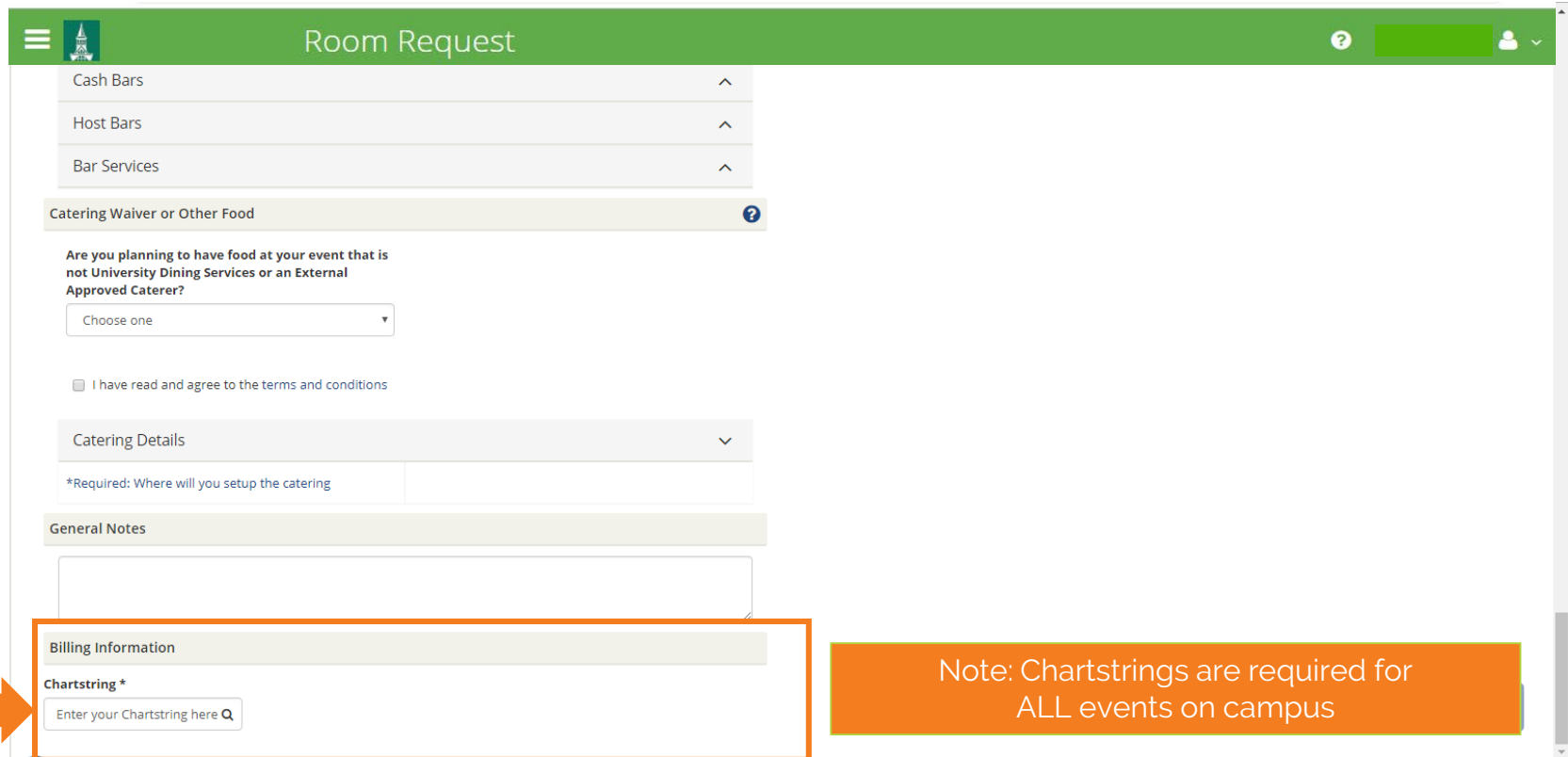
This is where you will find all other catering options available along with the Catering Waiver request for vendors not pre-approved in the previous section.

Remember:
All catering waiver requests must be made at least 14 days in advance.



THE UNIVERSITY OF VERMONT
EVENT SERVICES

ENTER THE CHARTSTRING (REQUIRED) THAT WOULD BE BILLED FOR ANY EVENT OR UVM DINING RELATED CHARGES.



The screenshot shows a web form titled "Room Request" with a green header. The form includes several sections: "Cash Bars", "Host Bars", "Bar Services", "Catering Waiver or Other Food" (with a help icon), a question about food catering with a dropdown menu, a checkbox for terms and conditions, "Catering Details" (with a dropdown), a required field for catering location, "General Notes" (with a text area), and "Billing Information" (with a required "Chartstring" field). An orange box highlights the "Chartstring" field, and an orange arrow points to it from the left. To the right of the form, an orange box contains a note.

Room Request

Cash Bars ^

Host Bars ^

Bar Services ^

Catering Waiver or Other Food ?

Are you planning to have food at your event that is not University Dining Services or an External Approved Caterer?

Choose one

I have read and agree to the terms and conditions

Catering Details v

*Required: Where will you setup the catering

General Notes

Billing Information

Chartstring *

Enter your Chartstring here

Note: Chartstrings are required for ALL events on campus

ENTER YOUR EVENT DETAILS AND CONTACT INFORMATION

Room Request

Request a Room ⓘ

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name *

Event Type *

Organization Details

Organization *

1st Contact

1st Contact Name *

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

An event may fall into multiple event types, ex: dinner/fundraiser
Select the one you would prefer to see listed

2ND CONTACT INFORMATION AND ATTACHING FILES TO YOUR RESERVATION

The screenshot shows a 'Room Request' form with a green header. The form includes a search bar for 'University Event Svcs' and a search icon. Below this are fields for '1st Contact' (a dropdown menu with '(temporary contact)' selected and a search icon), '1st Contact Name *' (text input with '(temporary contact)'), '1st Contact Phone *' (text input), '1st Contact Fax' (text input), and '1st Contact Email Address *' (text input). The 'Business Manager/Faculty Advisor' dropdown menu is highlighted with an orange box and an arrow pointing to it from the right. Below this are fields for 'Business Manager/Faculty Advisor Phone', 'Business Manager/Faculty Advisor Fax', and 'Business Manager/Faculty Advisor Email Address'. At the bottom, the 'Attachments' section is highlighted with an orange box and an arrow pointing to it from the right. It contains a 'Select your files' button and the text 'Drag and drop your files here'.

University Event Svcs

1st Contact
(temporary contact)

1st Contact Name *
(temporary contact)

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

Business Manager/Faculty Advisor
(none)

Business Manager/Faculty Advisor Phone Business Manager/Faculty Advisor Fax

Business Manager/Faculty Advisor Email Address

Attachments

Select your files Drag and drop your files here

Departments and Colleges should select your Business Manager for the 2nd contact. Student Clubs, Fraternities and Sororities should select your Faculty Advisor. If the 2nd contact is not listed in the drop down, select 'temporary contact' and write in the persons name

Attach any event related documents here. Contracts, Insurances Certificates, Diagrams, Band/Performer Rider Contracts

CHARTSTRING NUMBER AND SUBMITTING YOUR REQUEST

The screenshot shows a web form titled "Room Request" with a green header. The form includes several sections: "Business Manager/Faculty Advisor Email Address" with an input field; "Attachments" with a "Select your files" button and "Drag and drop your files here" text; "Additional Information" with a help icon and two dropdown menus. The first dropdown is labeled "Does this event include activities that are physical in nature and/or may have higher than typical risk for injury? (ie: Run/Walk, Climbing, Jumping, Bounce House, Rail Jam, Zip Line, Go-Carts, Roller Skating, etc.) *". The second dropdown is labeled "Does this event involve minors (individuals under 18 that are not enrolled UVM students)? *". Below these is the "Billing Information" section, which contains a "Chartstring *" field with the example value "12/12345/123/123456/123/**/1234/1234". A "Create Reservation" button is located at the bottom right. Annotations include an orange box "Some fields are required" with arrows pointing to the two dropdown menus, another orange box with text about chartstring numbers and an arrow pointing to the "Chartstring *" field, and a third orange box around the "Create Reservation" button with an arrow pointing down to it.

Room Request

Business Manager/Faculty Advisor Email Address

Attachments

Select your files Drag and drop your files here

Additional Information

Does this event include activities that are physical in nature and/or may have higher than typical risk for injury? (ie: Run/Walk, Climbing, Jumping, Bounce House, Rail Jam, Zip Line, Go-Carts, Roller Skating, etc.) *

Choose one

Does this event involve minors (individuals under 18 that are not enrolled UVM students)? *

Choose one

Billing Information

Chartstring *

12/12345/123/123456/123/**/1234/1234

Create Reservation

Some fields are required

Chartstring numbers will always have the same number of digits in the respective fields. The number shown below is for reference only.
12/12345/123/123456/123/*///1234/1234
* Unit / Project / Activity may also be included if you have a specific number, if not, leave the ///.

**YOU WILL RECEIVE AN AUTOMATED EMAIL SUMMARIZING
YOUR EVENT REQUEST IMMEDIATELY FOLLOWING THE
SUBMISSION OF YOUR REQUEST.**

**OUR EVENT SERVICES SCHEDULING TEAM WILL REVIEW THE
REQUEST AND FOLLOW UP WITH A CONFIRMATION EMAIL OR
AN EMAIL REQUESTING ADDITIONAL EVENT INFORMATION.**



THE UNIVERSITY OF VERMONT
EVENT SERVICES

CONGRATULATIONS ON COMPLETING YOUR INTRODUCTION TO EMS TRAINING

PLEASE TAKE THE FOLLOWING QUIZ TO TEST YOUR KNOWLEDGE & ACTIVATE YOUR ACCOUNT
IF YOU PASS.

[TAKE THE EMS PORTAL QUIZ](#)

If clicking on the link doesn't automatically open the quiz, check you browser pop up blocker,
or copy and paste the link into a new tab.



THE UNIVERSITY OF VERMONT
EVENT SERVICES

QUESTIONS?

CONTACT OUR TEAM

AT CAMPUSEVENTS@UVM.EDU OR BY PHONE AT 802.656.5667