**To Reserve Space for auditions, rehearsals, and performance venue:**

When choosing a space for any of the above functions, take into account accessability, and whether or not the space is big enough to work within. For a performance venue, other questions come into consideration, to be addressed elsewhere within this guide.

Some negotiating with Conferences and Events is likely to be necessary. If you are in a dorm space, you will have to negotiate with the dorm residents, usually through the dorm presidents.

Unless in a dorm space (in which case space reservation policies that have been agreed on by the dorm are to be observed), thesetimes must be reserved through Conferences and Events on Virtual EMS. To do this:

## (taken from the conferences and Events Website)

## http://www.brynmawr.edu/conferences/reservespace/instructvirtems.htm

## Virtual EMS Instructions

## Step 1: Finding Virtual EMS

From the College Home Page click on **EVENTS CALENDAR** (at top of page)

OR GO TO

http://ems.ais.brynmawr.edu/VirtualEMSProfessional/BrowseEvents.aspx

## Step 2: LOG IN OR CREATE AN ACCOUNT (under My Account)

Enter your email address and password (if you have already created an account for yourself)

OR

Create an account by entering your email address; full name; phone and password.

Confirm password. Enter a fax number if appropriate.

Review information - click SAVE

**NOTE:** **IGNORE SYSTEM PERSONALIZATION ON RIGHT HAND SIDE!!**

## Step 3: ROOM REQUEST

1. To create a reservation, click **RESERVATIONS** and select **ROOM REQUEST**.

**NOTE**: **You can’t make a reservation 24 hours out. Please contact Conferences at x7329 or email roomres@brynmawr.edu**

2.  Enter date, beginning and ending time making sure you have listed AM and PM correctly.

**NOTE:** **This should represent the TRUE TIME of the event – not setup or breakdown time. Our office can add that in if necessary at a later date. Some rooms such as Thomas Great Hall, Dorothy Vernon Room, Campus Center Main Lounge already have built in time for such purposes.**

3. Indicate if the event is a single day event, daily, weekly, monthly or random. If you click random, the system displays calendars on which you click the dates of your event.

4. You may search by building or room type or leave the default at **ALL**.

5. **ATTENDANCE** is required in order to make a reservation. This is only estimation.

6. Click **SEARCH** and a list of rooms that are available and fit your criteria will appear on the next screen.

7. To select a room or rooms, **SELECT THE CHECK BOXES** on the left column and hit **CONTINUE**.

8. The system takes you to the **YOUR CART** window, with an entry for each date on which the room or rooms are requested.  You may delete a room from the list by clicking the **X** in the left column or to delete the entire list of rooms, **CLICK THE TRASH ICON**. You may also add more bookings to the reservation before finalizing it by clicking **REQUEST MORE ROOMS**. To start the reservation process again without saving any of your selections, click **START PROCESS AGAIN**.

9. If happy with your request, finish by clicking **CONTINUE**.

10. On the **CHECKOUT WINDOW**, enter **EVENT NAME** (Lecture, Meeting, Performance – whatever is appropriate) and select an **EVENT TYPE** from drop down list (lecture, meeting, internal meeting, academic class etc.)

11. Select a **GROUP** from drop down list. If you have not yet established **your** list of groups, click **FIND** and on the next page under the **CUSTOMER FIELD** type in the name of your group or department and **ENTER**.

**NOTE:  Customer is never the name of the person requesting but a department or group.**

**NOTE: If this is a brand new group that has never had a reservation made, you will have to contact the Conferences and Events Office to establish that group in Virtual EMS.**

12. Once you have found your group in the **RESULTS** field, move it over to the **FAVORITES** field and then **hit BACK TO CHECKOUT**.  When you return to the previous page under the **CUSTOMER** drop down list you will now find all your **FAVORITES**.

**NOTE: If you make reservations for several groups or departments, this is the perfect time to move all your groups to your FAVORITES box to hold for future reservations.**

**NOTE: If you are unable to find your group or department, please contact Conferences at x7329 as it might have been registered under a slightly different name or spelling.**

**NOTE: There is a generic group under CUSTOMER called STUDENT. We use this customer for independent student requests such as the SGA Kitchen (215 Cambrian Row).**

13. Supply or edit **1st Contact Information** and optionally **2nd Contact Information**.

**NOTE: If you are not listed under your GROUP, please complete the reservation with the appropriate CUSTOMER and leave CONTACT as (temporary contact). In the COMMENT field enter your full name. If you have difficulty with this contact x7329 and we will add you manually.**

14. **EVENT DISCRIPTION** is the field where you will include the text regarding your event i.e. Classics Colloquium welcomes James Ker, University of Pennsylvania speaking on “The Afterlife of Paulina, Seneca’s Wife.” A reception will follow in Thomas Great Hall. All are welcome!

**NOTE:  This and any other part of this reservation can be edited at a later date by contacting Conferences x7329.**

15. **COMMENTS** is the field to include any additional information that you would like the Conferences and Events Office to know about.

16. If you want to have your event or meeting displayed on the college’s web calendar, you need to indicate in the **SHOW ON THE WEB** drop down list.

**NOTE:  This gives you the option to show it to the college community only or to the world. Remember that if you ask for the world to see this, all parents, future students, neighbors etc. will all be privy to the information.  Select carefully and make sure your Event Description is professional and accurate.**

17. If showing a film, you would indicate in the **COPYRIGHT INFORMATION** field that you have acquired permission.

18. **AVAILABLE SERVICES** allows you to indicate audio/visual, equipment and furniture. You **CLICK** on a box next to the item you want and **INDICATE** the number required i.e. 6 chairs or 1 data projector.

**NOTE: If there is an item you can’t find, please list that request in the COMMENTS field**.

Once you click on an item and indicate the number required, a field appears allowing you to list additional information regarding your needs with that particular item.

19. Upon completion of the information you click **SUBMIT** to continue. You will receive a **RESERVATION SUMMARY**. If you have requested equipment, you will see on the right hand side under **SERVICES** a yellow folder. **CLICK** on that folder and it will bring up a summary of your order.

20. Once submitted your request will come to the Conferences and Events Office as an **INQUIRY**. You will receive an email confirmation with your approval or if there are problems a message indicating a need to make changes.

**NOTE: Our office is not opened on the weekends and therefore, you will only receive confirmations Monday through Friday.  In an emergency on the weekends, if you require a space, you should contact our students at the Campus Center Information Desk x7330.**

Any additional questions, difficulties with Virtual EMS, please contact:

Debbie Chadwick 610-526-7329 or email roomres@brynmawr.edu

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**\*\*\*Our “Group” is Shakespeare Performance Troupe. \*\*\*\*\***