Event Management Training
Event Management Training

• Overview:
  – Purpose is to demystify the process of booking space
    • What do I need to do?
    • Who do we have to talk to?
    • How much will it cost?
    • How does Pre-Calendaring work?
    • Etc.
  – To offer some points to consider when you are producing an event on campus
    • How to choose the right room
    • Budgeting for your event
    • How to prepare for your Event Review
    • Policies that may apply to your event
    • Funds that are available to help cover the expenses associated with your event
Terms to Know

• **Pre Calendaring**
  – The process of reserving space for the upcoming semester

• **Advance Calendaring**
  – The process of reserving space in advance of Pre Calendaring

• **Event Review**
  – A meeting of the Student event planners, Advising office, UEM, Facilities, Public Safety, Public Affairs, and other departments designed to share information and help facilitate the successful support of your event

• **Scheduling Committee**
  – A group comprised of the Advising Offices, UEM, and Student representatives that works collaboratively to resolve space conflicts during Pre Calendaring. The Scheduling Committee also considers Advanced Calendaring requests

• **Special Events**
  – Events whose specific details require greater planning and coordination across multiple offices (high profile speakers, performances, high capacity events, alcohol events, etc.)

• **Standard Events**
  – Events whose specific details do not require greater planning and coordinating across multiple offices (meetings, rehearsals, auditions, etc.)
Terms to Know

• **Proctors**  
  – University employees who assist on events with alcohol to ensure that the event proceeds safely and according to University policy

• **Beer and Wine Permit**  
  – A permit issued by the NYS Liquor Authority which is required for events where alcohol is served and money is exchanged

• **Guest List**  
  – A list of non CUID attendees

• **President’s and Provost’s Fund**  
  – A fund that provides financial support to events
Navigating the Process

• Finding Space
  – How to search for space
    • Virtual EMS Overview
  – Some things to consider when you are choosing a space to hold your event
    • Availability
    • Technical Needs
    • Room capacity
    • Costs
    • Building Access
Navigating the Process

• Virtual EMS
  – What is it?
  – How do you get a VEMS Log-in?
  – Which spaces are available to book on line?
  – What are the rules?
    • Can I book same day? If so, what are the parameters?
  – Can anyone book space?
  – Can I add services? If so, which ones?
  – What if I need to cancel my booking?
  – Once I book a space on line is my event Confirmed?
    • If not, what happens next?
  – How long does it take to get my event Confirmed?
    • What is the process?
  – Does it work with every browser?
Welcome to University Event Management

UEM is a resource for planning on-campus events at Columbia University. We look forward to working with you.

You are:
Why is this important?

Plan Your Event in 5 Easy Steps

1. Identify who you are.
2. Use the easy search tool to explore space by size, event type or venue.
3. Review spaces and policies.
4. Add additional items, like Catering or Technical Services.
5. Submit your request.
Welcome to University Event Management

The UEM team is committed to student events. We promise to:

- support student events of all scope
- be the crossroads for student group event coordination
- provide you with individualized attention in the event planning process
- remain unbiased and believe every student group is top priority
- help you find available space on campus
- be your liaison between Facilities, Public Safety, and other campus support partners
- assist you in navigating University and student event policy
- work with you to coordinate your audio visual and furniture needs

After you receive advisor approval, begin by browsing spaces with our easy search tool.

Have a question?
Visit the UEM Student Events team during open hours.

Tell Us What You Think!
Have a question or comment about the UEM website? Let us know.
Use the tabs for more information on what Event Management services UEM provides
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Tell Us What You Think!
Have a question or comment about the UEM website? Let us know.
Requesting Space

University Event Management coordinates event space in Lerner Hall, Low Library, Faculty House and outdoor grounds. To plan an event with us, explore our spaces and then submit your request here.

Note: Virtual EMS is experiencing periodic technical difficulties with Firefox or Google Chrome. If you have problems, please log in using Internet Explorer.

Recognized Student Groups
If you are a member of a recognized student group with a registered account, please log in and request space via the Reservations tab. You cannot reserve space online within 5 business days of your event.

If you are a member of a recognized student group but do not yet have a registered account, contact us.

Please request space as a non-registered user if you are:
- an individual student not part of a recognized group
- a film student requesting space in advance for auditions or rehearsals

Registered Account Users
If you are a registered account user, please log in.
If you do not have an account, please request space as a non-registered user.

Faculty, Staff, Individual Students and Outside Guests
(Non-Registered Users)
Please request space via the "Reservations" tab above.

Service without Space
You can also request UEM service, even if your event is held in another venue.
Submit Catering request
Submit Technical Services request
Select “My Account” and log in to VEMS using your VEMS Student Group Log In.
Your User ID is your Recognized Student Group email address.

Your password is chosen by your group leader when the VEMS account is set up. If you don’t know your groups VEMS password, speak with your group leadership or stop into the UEM offices on the 7th Floor of Lerner for assistance.
Ok- I logged in...now what??

**EVENT MANAGEMENT**
**COLUMBIA UNIVERSITY**

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**Request Space and Service**

University Event Management coordinates event space in Lerner Hall, Low Library, Faculty House and outdoor grounds. To plan an event with us, explore our spaces and then submit your request here.

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**Recognized Student Groups**

If you are a member of a recognized student group with a registered account, please log in and request space via the Reservations tab.

NEW in Fall 2013: Space requests meeting certain criteria can now be made within the 5-day planning window. See the Reservations tab for more information.

If you are a member of a recognized student group but do not yet have a registered account, contact us.

Please request space as a non-registered user if you are:

**Registered Account Users**

If you are a registered account user, please log in.

If you do not have an account, please request space as a non-registered user.

**Faculty, Staff, Individual Students and Outside Guests**

(Non-Registered Users)

Please request space via the "Reservations" tab above.

**Service without Space**

You can also request UEM service, even if your event is held in another venue.

Submit Catering request
Submit Technical Services request
Using the “Browse” feature allows you to check available spaces in different locations in real time.
Once you have found a suitable space, select the “Reservations” tab to begin making your Reservation.
Reservation/Booking Types

• Current Term Booking
  – Must be made prior to 5 business days before the event
  • Why?
    – Successful events require coordination across multiple offices such as Advising, Facilitates, Technical Services, Public Affairs, Public Safety, etc.
  • A Current Term booking is one that may have outside guests, food, special furniture needs, A/V support, guest speakers, press, etc.
New Reservation/Booking Types

• Within 5 Business days
  – Examples:
    • Rehearsal
    • Group meeting
    • Auditions
    • Dinners
    • Small speaker events
  – Broad selection of Rooms
    • Rooms
      – Lerner 572, 573
      – East and West Ramp Lounges
    – Broadway Room, 555, Satow Room, 568, and 569
  – Services Available
    • Furniture
    • Tech Services is subject to availability of equipment and personnel
  – Advisor Approval required
New Reservation/Booking Types

• Same Day CUID Only
  • Event Types
    – Meetings
    – Rehearsals
  • Rooms
    – Lerner 572, 573
    – East and West Ramp Lounges
  • Services
    – None- room is “as is”
• Advisor Approval is not needed
Making your On Line Reservation

**Required Fields**

**Event Management**

Columbia University

- **When and Where**
  - Date: *[Required]*
  - Start Time: *[Required]*
  - End Time: 
  - Facilities: *(all)*

- **Setup Information**
  - Attendance: *[Required]*

**Welcome**

To request space, please begin by completing the "When and Where" and "Setup Information" sections.

**Venue Parameters**

When selecting your venue, please keep in mind the following parameters:

**You cannot reserve space online within 5 business days of your event.**

**Lerner Hall**

- Student groups can reserve space in Lerner Hall during the academic year on weekdays after 5:00 p.m., and all day on weekends.
- Building hours are Sunday - Wednesday 8:00 a.m. - 1:00 a.m. and Thursday - Saturday 8:00 a.m. - 3:00 a.m.
- Events must end one hour prior to building close.

**Outdoor Grounds**

- Outdoor space is reservable for events only when classes are in session.
- Hardscapes are available year-round for events from 8:00 a.m. - 1:00 a.m. Overnight activities and/or events are prohibited.
- Lawns are available between the first Monday following April 21 through the first Monday after October 21 from 8:00 a.m. - 1:00 a.m. Overnight activities and/or events are prohibited.

**Classrooms**

- There is limited availability during the first two weeks of classes due to the change of program period and additions of recitations made by the Office of the Registrar.
- Classrooms may be requested after 8:00 p.m. Monday - Thursday, and after 3:00 p.m. on Fridays, until the building closes. Weekends are available based on building hours.
- Availability for classrooms is based on the Registrar's schedule of academic classes and therefore actual availability is not displayed in EMS. Availability may vary by semester. Faculty have priority over the space. UEM must review all requests with the Registrar prior to providing confirmation.
Fill out required fields to begin populating your reservation.
Selecting a Room

### Event Management
Columbia University

#### NSOP Reservations

<table>
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<tr>
<th>Selected Locations</th>
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<tbody>
<tr>
<td><strong>DATE</strong></td>
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#### Availability

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<tr>
<td></td>
<td></td>
<td>Alfred Lerner Hall - East Ramp Lounge 30</td>
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<tr>
<td></td>
<td></td>
<td>Alfred Lerner Hall - Jad D. Sato Conference Room 74</td>
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<td></td>
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<td>Alfred Lerner Hall - Room 855 147</td>
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<td>Alfred Lerner Hall - Roof Edge Cinema 360</td>
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<tr>
<td></td>
<td></td>
<td>Alfred Lerner Hall - West Ramp Lounge 30</td>
</tr>
</tbody>
</table>

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**Continue**
Adding information to your reservation

Remember to include your advisor as the Second contact so that they receive an email confirmation of your event for approval.
Adding Services
Adding Services

Event Management
Columbia University

**Available Services**
- AV Equipment - Lerner Hall
- Furniture
- Setup Notes - Client Request
- Tech Notes
Confirming Your Event

• Roles
  – Advising Office- Approves the event. This includes budget and programmatic factors.
  – UEM

• Events are given a “Confirmed” status once approval is received from the Advising office.
  – Same Day requests are automatically confirmed.

• A “Tentative” status is given to events that are still in navigating the booking process, awaiting an Event Review, waiting for Advisor approval, or awaiting a particular license (in the case of film screenings) or permit (alcohol events).

• Please ensure to check the status of your event as there are many different types of Reservation Statuses
Different Reservation Statuses

- Confirmed Recognized Student Group
- Confirmed Amplified Sound
- Confirmed Film
- Confirmed Same Day Group
- Confirmed Same Day Individual
- Pending Film
- Tentative Recognized Student Group
- Tentative Amplified Sound
- Tentative Party with Alcohol
- Tentative Pending Rights
- Tentative Pending Event Review
- Waitlist
- Web Request RSG
Confirming Your Event

- Once your event is confirmed we will send you a confirmation email from Studentevents@columbia.edu.
- You can also check the status of your event on VEMS by going under the Reservations tab and clicking on View my requests.
Questions

• How do I know which template I should use when I log into Virtual EMS?
• Can I see what is happening on campus without having to log into Virtual EMS?
• Which rooms are available to book in Virtual EMS?
• Which rooms are available to see in Virtual EMS?
• Why can’t I book classroom space during Pre-Calendaring?
• Why does it take so long to get a classroom space confirmed?
• Who advocates for my event during the Pre-Calendaring conflict resolution meetings?
Q&A

- Feedback?
- Questions?
- Thoughts and Recommendations?