Event Planning | Reservation Process

Event Planning | War Memorial Chapel
221 Squires Student Center (0138)
tel 540.231.5005 | fax 540.231.5430
eventplanning@vt.edu | www.campuslife.vt.edu
I would like to make a reservation...
You can make (5) Types of Reservations through the Event Planning Office:

1. Advertising
   A-Frames and Banners in multiple campus locations, and Chalkboards in Squires Student Center

2. Equipment Reservations
   Outdoor Equipment Reservations (Folding Tables and Chairs)

3. Major Venue Reservations
   [(7) Major Venues plus War Memorial Chapel]
   Burruss Hall Auditorium, GLC Auditorium, GLC Multipurpose Room, Squires Colonial Hall, Squires Commonwealth Ballroom, Squires Haymarket Theater, Squires Old Dominion Ballroom

4. Meeting Room Reservations
   In Squires Student Center and Johnston Student Center

5. Public Space Reservations
   Outdoor Spaces and Atriums/Lobbies/Balconies in many academic facilities
Who can make reservations?

- **Student Organizations:**
  - **Student Organization Types:**
    - Registered Student Organization (RSO)
    - University Chartered Student Organization (UCSO)
    - University Student Life Program (USLP)
  - Organizations must be registered through GobblerConnect for the current academic year

- **Departments**
  - There is no registration process

- **Non-University Entities**
  - Must be sponsored by a student organization or department
  - The sponsoring Student Organization must make the reservation on behalf of the Non-University Entity before that entity can work with the Event Planning Office
Who can make reservations...

■ **Authorized Contacts:**
You must be an Authorized Contact (a person who is authorized to do business on behalf of your organization) to make reservations with the Event Planning Office

■ **Student Organizations:**
Organizations can designate contacts who are authorized to do business on behalf of the organization
- RSOs can have a maximum of (5) people
- UCSOs and USLPs can have a maximum of (10) people

■ **Business Profile (Authorized Contact List):**
- A Business Profile is a list of authorized contacts (people who are authorized to do business on behalf of your organization)
- Each year, when your organization registers through GobblerConnect, you will complete a Business Profile during that registration process
- After completing your initial Business Profile during the registration process, you can change it at any time by having your organization's Primary Contact [who is listed on your organization's page in GobblerConnect (https://gobblerconnect.vt.edu/)] follow the instructions below:
  - Sign In
  - Scroll to the bottom of the Home page
  - Under the “Campus Links” heading, either click “Student Organization Business Profile - Contacts & Billing” or “UCSO and USLP Business Profile” depending on your organization's classification (if you are not sure of your organization's classification, please contact the Event Planning Office: 540.231.5005; eventplanning@vt.edu)
  - Fill out the Business Profile with the following information for each person:
    1.) First and Last Name
    2.) Contact phone number
    3.) Contact email address
    4.) Student ID number
VT EMS Web App:
The Student Engagement and Campus Life Event Planning Office provides an online reservation option through the Virginia Tech EMS Web App! You can submit reservation requests for large event spaces (Major Venues), meeting rooms (in Squires and Johnston), and Advertising options (A-Frames, Banners, and Chalkboards) directly in our Event Management System.

- If you are an authorized contact for a Student Organization or Department, you can request an account to use the VT EMS WEB APP
- Information on how to request an account and how to make a reservation can be found here: https://campuslife.vt.edu/Events/Event_Planning/make-a-reservation.html

If you have questions, please feel free to contact the Event Planning Office: 540.231.5005; eventplanning@vt.edu.

MAKING RESERVATIONS:
1. Advertising (A-Frames, Banners, Chalkboards), Meeting Rooms (Squires/Johnston), and Major Venues:
   a) Come into the Event Planning Office and a staff member can assist you
      [May take up to 2-business days to process]

2. Public Space Reservations:
To make Public Space reservations (Outdoor space, as well as atriums, lobbies, and balconies in academic spaces) please fill out a Public Space Form and email it to publicspace@vt.edu or bring it by the office in person

3. Outdoor Equipment Reservations:
To make Outdoor Equipment Reservations (Tables and chairs) please fill out an Outdoor Equipment Request Form and email it to eventplanning@vt.edu or bring it by the office in person

4. Reservations in Rec Sports Facilities/Spaces:
These facilities include: McComas Hall, Outdoor Recreation Facilities, and War Memorial Gym. To book spaces in Rec Sports facilities, please visit the following link: http://www.recsports.vt.edu/visit/reservations.html

5. Reservations in Academic Classrooms
For information on booking academic classroom space, please visit the following link: https://registrar.vt.edu/questions/room-reservations/index.html
Making Reservations (Student Orgs):
Advertising Reservations

In person (The Event Planning Office, 221 Squires Student Center)
- A-Frames, Banners, and Chalkboards can be booked the same day as the reservation

Via the VT EMS Web App
- Information on how to request an account and how to make a reservation can be found here: https://campuslife.vt.edu/Events/Event_Planning/make-a-reservation.html
- May take up to 2-business days to process
Making Reservations (Student Orgs):
Meeting Room Reservations

In person (The Event Planning Office, 221 Squires Student Center)
- Space can be booked the same day as the reservation

Via the VT EMS Web App
- Information on how to request an account and how to make a reservation can be found here: https://campuslife.vt.edu/Events/Event_Planning/make-a-reservation.html
- May take up to 2-business days to process
Making Reservations (Student Orgs):
Major Venue Reservations

In person (The Event Planning Office, 221 Squires Student Center)

- Venue must be booked at least 30 business days prior to the event date
- A meeting must be scheduled with the Event Planning Advisor assigned to organization
- Most event details need to be confirmed by 21-business days prior to the event date

Via the VT EMS Web App

- Information on how to request an account and how to make a reservation can be found here: https://campuslife.vt.edu/Events/Event_Planning/make-a-reservation.html
- May take up to 2-business days to process
Major Venue Reservation Meetings

- Conversation topics during meeting with an Event Planning Advisor
  - Event Details, including schedule, access, and event timeline(s)
  - Related Policies and Requirements
    [Sponsorship, Food and Beverage, Tent Permits, Security, Alcohol, Insurance, ADA, Ticket Services, Sales/Solicitation, Decorating, Movie/Film, Open Burn Permit, Signs, Safety, Facility (Construction, paint, power tools, rigging, etc.), Charging Admission, Contracts, Minors, Amplification]
  - Equipment needs and Venue layout
  - Basic Production needs
  - Parking, Transportation, and Loading Dock Needs/Arrangements
  - Sign Plan
  - Security/House Management Plan

- All (or most) event details must be confirmed no later than 21 business days prior to the event
Large, More Complex Events and/or Contracted Entities (Performers, Speakers, etc.)

- **Example Events:** 4-H, Big Event, Career Fairs, First-Year Student Orientation, Large Conferences, Midwinters, Military Ball, Relay for Life, Ring Dance, Ring Premiere, Transfer Student Orientation, Victoria Secret PINK concert, etc.
- Event must be reserved at least 75 business days prior to the event
- A meeting with Event Planning must be scheduled 45 or more business days prior to the event (And have multiple meetings prior to event)
- A meeting with Event Planning and relevant campus partners must be scheduled [Ex. EHS, UBO, VTPD, OEM, Virginia Tech Montgomery Executive Airport, SECL Production Services, SECL Operations, State Fire Marshall, University Facilities, etc.]
- Confirm all (or most) event details no later than 21 business days prior to the event
Public Space Reservations (Student Orgs or Departments)

- Public Space can only be requested by filling out a Public Space Request form (The “Requestor” must be an authorized contact and they must sign the public space form; however, the event contact can be someone who is not an authorized contact)

- Public Space Forms must be submitted in person or via email (directly from vt.edu account) at least 10 business days prior to the event date
  - If Production Services is requested (Power, sound, lights, etc.), the form must be submitted at least 21 business days prior to the event date
  - Other event activities may require the form to be submitted 21 to 45 business days prior to the event (Large constructions, expected attendance over 300 people, events involving alcohol, Color events, etc.)
Public Space Reservations (Student Orgs or Departments)

Once form is turned in, it will be reviewed by an Event Planning Advisor and then processed by either a Lead Student Staff member or an Event Planning Advisor

- Staff will check space availability in EMS and book the space if it is available
- The form will be reviewed and then the client will be notified of policies/requirements based on event details/activities
- Event information/details would be sent to the designated facility manager(s) for the space(s) requested to make sure there are no conflicts or concerns
- If the facility manager replies affirmatively, and all other requirements have been met, an approval confirmation would be sent to the client
Non-University Entities

- Must be sponsored by a student organization (who is registered for the current academic year) or a department
- The sponsoring student organization or department must make the reservation on behalf of the Non-University entity before that entity can work with the Event Planning Office
- A sponsorship form must be completed
  - It must be filled out by both the sponsoring organization and the non-University entity
  - After it has been completed and submitted to the Event Planning Office, the Event Planning Office can work directly with the non-University entity
  - The non-University entity will be billed for all services provided
The Student Engagement and Campus Life Cancellation Policy can be found at the following link:
https://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/SECLeventcancellationpolicy.pdf

Please take time to read the policy and contact Event Planning if you have questions
(540.231.5005; eventplanning@vt.edu)
STUDENT ENGAGEMENT AND CAMPUS LIFE
EMS WEB APP
If you are an authorized contact for a Student Organization or Department, you can request an account and begin making reservations now!

Follow us on Facebook for more information /VTEventPlanning
Please contact the Event Planning Office with any questions

Event Planning | War Memorial Chapel
221 Squires Student Center (0138)
tel 540.231.5005 | fax 540.231.5430
eventplanning@vt.edu | www.campuslife.vt.edu