

# EMS Scheduling Policy

Haverford College

Event Management System (EMS)

[www.haverford.edu/reserve](http://www.haverford.edu/reserve)

[hc-events@haverford.edu](mailto:hc-events@haverford.edu)

## Purpose of the System

- Maintain a centralized and transparent calendar for all campus spaces.
- Web based, self service, space, and support service requests (Virtual EMS)
- Integration with Master Calendar and Haverford website for event publicity
- Centralized and consistent communication

## System Users

- Event Requester - anyone with a Haverford username and password who is requesting a room/space. External users will be coordinated through Conferences and Events.
- Room Manager - department designated person(s) responsible for reviewing requests for a specific room
- Affiliation Approver - Student Activities Office designated person(s) responsible for reviewing student (SAO) requests
- Support Services - Dining, Facilities, and AV designated person(s) responsible for reviewing requests for support department
- Conferences and Events - responsible for communicating confirmations and/or reason for denied requests and editing booking and support service details
- Conferences/Events also manages room/space updates, event invoicing, and centralized communication for reservations

## Submitting a Request

- All room/space requests must be submitted through EMS via [www.haverford.edu/reserve](http://www.haverford.edu/reserve)
- Select "Log in"
- Log in with your Haverford username and password. Events for external clients should be coordinated through Conferences and Events
- All requests for spaces and set-ups (Facilities, Catering, AV) should be submitted at least 7 days in advance
- Requests are processed on a first come, first served basis
- Please be aware of any set-up and breakdown time you might require for your event. If additional time is required by support services someone from Conferences and Events can assist with adjusting your reservation accordingly.
  - Please note: only your event time will display on Master Calendar
- Multiple dates can be selected under the same request form

- Campus Safety will use this calendar for locking/unlocking building and rooms, a separate request is not necessary
- Please be sure to include the name of the person coordinating the event as it will assist with follow-up questions before, during, and after event

#### Reserving On-Campus Events

- Classrooms may be reserved anytime during the day if the room is not already reserved for a class. These requests should be submitted through [www.haverford.edu/reserve](http://www.haverford.edu/reserve) and not sent directly to the Registrar's Office
- Please consider booking a rain location for outdoor events

#### Off-Campus Events

- Off-campus events should be submitted through [www.haverford.edu/reserve](http://www.haverford.edu/reserve) for display on Master Calendar

#### Support Services

- All support service requests must be submitted through EMS via [www.haverford.edu/reserve](http://www.haverford.edu/reserve) at least 7 days prior to the event. Requests submitted within 7 days will require an email to Conferences & Events.
- Estimated charges for all support service requests will be included in the confirmation email; actual charges will be submitted through Quali. Please contact Conferences and Events for any invoice questions or for duplicate copies of the invoice
  - Furniture / Set-ups by Housekeeping
    - Housekeeping will only complete room set-up and furniture request submitted through EMS via [www.haverford.edu/reserve](http://www.haverford.edu/reserve)
    - Housekeeping staff must move and set-up all furniture, tables, chairs, etc.
  - Facilities (Stage, Electrical, Grounds)
    - Facilities must move/operate all equipment
  - Catering
    - Dining Services will only accept orders through EMS via [www.haverford.edu/reserve](http://www.haverford.edu/reserve). Please be sure to include catering requests with your room/space booking
    - For more information/menus: [www.haverford.edu/diningservices](http://www.haverford.edu/diningservices)
  - Audio Visual
    - For a complete list of AV resources: [iits.haverford.edu](http://iits.haverford.edu)
  - Campus Safety
    - Campus Safety will lock/unlock building/rooms based on reservations in EMS, a separate request is not required
    - Campus Safety website: [www.haverford.edu/safety](http://www.haverford.edu/safety)

\*Please note: any request for support services made within 48 hours of an event may not be supported.

### EMS ([www.haverford.edu/reserve](http://www.haverford.edu/reserve))

- The centralized EMS calendar shows all room/space availability in real time. Room availability is accurate at the time of submission
- All room/space requests are confirmed within 2 business days (excludes Weekends and Holidays).
- Student requests are approved by Student Activities before a confirmation is sent
- Changes to support service requests can be completed through EMS via [www.haverford.edu/reserve](http://www.haverford.edu/reserve) at least 7 days prior to event. Within 7 days, please contact Conferences and Events: [hc-events@haverford.edu](mailto:hc-events@haverford.edu)
- Room/space and date/time details can be changed through EMS via [www.haverford.edu/reserve](http://www.haverford.edu/reserve) at any time if support services were not requested
- Any questions/changes should be sent to Conferences and Events: [hc-events@haverford.edu](mailto:hc-events@haverford.edu)

### Marketing Your Event

- The Office of College Communications can assist with event promotion.
- For more information: [www.haverford.edu/events/event\\_promotion](http://www.haverford.edu/events/event_promotion)

### Priority Considerations

- Certain all-campus events (Commencement, Alumni Weekend, Board Weekend, Customs, Haverfest, Open Campus Day) are prioritized for room usage and support services
- Space is allocated to support and further the College's academic mission and priorities.
- The Registrar's Office is responsible for scheduling all academic classes in EMS. The Registrar may override a event reservation if it is scheduled for a classroom during designated class times
  - To reduce conflicts, we recommend submitting requests for classrooms after the Registrar has loaded classes in EMS:
    - Fall Semester: August
    - Spring Semester: December

### Event Approval

- All requests will be confirmed with 2 business days (excludes Weekends and Holidays).
- Please do not publicize, sign contracts, make airline/hotel reservations, or other commitments until your event date and space has been approved and a confirmation received