

EVENT COORDINATION/ ROOM BOOKING

A HOW-TO GUIDE FOR CLUBS & ORGANIZATIONS





WHO CAN BOOK A ROOM?

- **ANGELL COLLEGE CENTER – OFFICERS & EVENT COORDINATORS OF CLUBS/ORGS**
 - **CLASSROOMS - ANYONE**
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HOW DO I BOOK A ROOM?

- **WE HAVE A BRAND NEW – HIGHLY INTERACTIVE – BOOKING SITE.**
- **[HTTPS://EMS.PLATTSBURGH.EDU/EMSWEBAPP/DEFAULT.ASPX](https://ems.plattsburgh.edu/emswebapp/default.aspx) OR GO TO YOUR MYPLATTSBURGH PORTAL AND CLICK ON “EMS EVENT/CLASSROOM BOOKINGS”.**
- **THE VIEW IS EASIER TO NAVIGATE ON A COMPUTER SCREEN VS YOUR PHONE. (AT LEAST FOR YOUR FIRST FEW TIMES BOOKING)**
 - **PLEASE BOOK USING THE GROUP NAME – OR INCLUDE THE GROUP NAME IN THE TITLE OF THE EVENT – PREFERABLY BOTH**

MEETINGS VS EVENTS

- **MEETINGS ARE PRETTY CUT AND DRY – YOU FIND A ROOM THAT WILL WORK AND REQUEST THE SPACE. THE PERSON/TEAM CONFIRMING IT WILL REACH OUT WITH ANY ISSUES.**
- **EVENTS REQUIRE MORE DETAILED INFORMATION –**
 - **IF IT IS A FUNDRAISER YOU NEED TO HAVE ALL OF YOUR FUNDRAISING PAPERWORK TURNED IN OTHERWISE THE EVENT WILL BE TENTATIVE OR DECLINED AND NOT CONFIRMED**
 - **IF IT IS IN A ROOM THAT REQUIRES OR NEEDS A SET-UP WE WILL NEED THAT TURNED IN AS WELL.**

SPACES - BALLROOMS

- **ROOM SET-UP :**
 - **THIS SPACE MUST INCLUDE A ROOM SET-UP FOR YOUR EVENT. THE STANDARD SET-UP IS EMPTY.**
 - **NEEDS A 7 DAY NOTICE, MOVING CREW IS TYPICALLY NOT IN ON WEEKENDS SO WEEKEND FLIPS ARE MINIMAL AND ON A FIRST COME FIRST SERVE BASIS.**
- **A/V:**
 - **THE A/V AVAILABLE FOR THIS ROOM IS VERY BASIC. IF YOU ARE LOOKING FOR LIGHTS OR MUSIC PLEASE REACH OUT TO THE EVENTS MANAGEMENT TEAM – THEY REQUIRE A 30 DAY ADVANCE NOTICE**

SPACES – CARDINAL LOUNGE

- **ROOM SET-UP :**
 - **THIS SPACE NEEDS A ROOM SET-UP // YOUR EVENT SET-UP IS DIFFERENT FROM THE STANDARD. THE STANDARD SET-UP IS LECTURE STYLE.**
 - **NEEDS A 7 DAY NOTICE, MOVING CREW IS TYPICALLY NOT IN ON WEEKENDS SO WEEKEND FLIPS ARE MINIMAL AND ON A FIRST COME FIRST SERVE BASIS.**
- **A/V:**
 - **ALL A/V FOR THIS ROOM NEEDS TO BE REQUESTED INCLUDING, BUT NOT LIMITED TO, ACCESS TO THE COMPUTER/PROJECTION SCREEN.**

SPACES – ALUMNI CONFERENCE ROOM

- **ROOM SET-UP :**
 - **THIS SPACE NEEDS A ROOM SET-UP // YOUR EVENT SET-UP IS DIFFERENT FROM THE STANDARD. THE STANDARD SET-UP IS LECTURE STYLE WITH LARGE TABLE IN THE BACK.**
 - **NEEDS A 7 DAY NOTICE, MOVING CREW IS TYPICALLY NOT IN ON WEEKENDS SO WEEKEND FLIPS ARE MINIMAL AND ON A FIRST COME FIRST SERVE BASIS.**
- **A/V:**
 - **ALL A/V FOR THIS ROOM NEEDS TO BE REQUESTED INCLUDING, BUT NOT LIMITED TO, ACCESS TO THE COMPUTER/PROJECTION SCREEN.**

SPACES – MEETING ROOMS / AMNESTY

- **ROOM SET-UP :**
 - **THESE SPACES DO NOT ALLOW FOR A CHANGE IN THE SET-UP**
- **A/V:**
 - **ALL A/V FOR THIS ROOM NEEDS TO BE REQUESTED INCLUDING, BUT NOT LIMITED TO, ACCESS TO THE COMPUTER/PROJECTION SCREEN.**

SPACES – AMITIE PLAZA / COURTYARD

- **THESE SPACES NEED TO BE RESERVED TO HOST EVENTS. (APPROVAL IS MORE STRICT THAN INDOOR ROOMS)**
- **ROOM SET-UP :**
 - **SHOULD YOU NEED TABLES IT NEEDS TO BE DISCUSSED WITH OUR OFFICE MINIMUM OF 7 DAYS IN ADVANCE.**
- **A/V & ELECTRICITY:**
 - **ALL A/V NEEDS TO BE REQUESTED (I.E. SPEAKERS)**
 - **WE NEED NOTIFICATION OF ELECTRICITY NEEDS IN ORDER TO COORDINATE WITH M&O**

SPACES – TABLING

- **TABLING CAN ONLY BE BOOKED UP TO TWO WEEKS IN ADVANCE (WITH RARE EXCEPTIONS)**
- **EACH GROUP CAN TABLE UP TO THREE TIMES PER WEEK AND ONLY ONE TIME SLOT PER DAY**
- **TIMES SLOTS CONSIST OF:**
 - **11-1 PM**
 - **7-9 PM**
- **NO ROOMS SET-UP OR A/V AVAILABLE**

FIRST TWO WEEKS OF A SEMESTER

- **MOVING FORWARD – ANY EVENTS BEING PLANNED FOR THE FIRST TWO WEEKS OF A SEMESTER NEED TO BE FINALIZED AND SET IN STONE PRIOR TO THE PREVIOUS SEMESTER.**
- **THIS INCLUDES:**
 - **SET-UP REQUESTS**
 - **A/V REQUESTS**
 - **SPACE APPROVALS**
 - **ETC.**

FYI'S

- **ROOMS CANNOT BE BOOKED FOR MEETINGS OR EVENTS DURING FINALS WEEK**
- **ONLY GROUP OFFICERS OR EVENT COORDINATORS CAN BOOK ROOMS IN THE ACC**
- **IF YOU ARE PLANNING TO HAVE FOOD AT A MEETING OR EVENT PLEASE CONTACT CATERING FOR APPROVAL**
- **FUNDRAISING REQUESTS NEED TO BE IN BY FRIDAYS AT 4 PM AND WILL NOT BE APPROVED UNTIL MONDAY THE FOLLOWING WEEK. *YOU MUST HAVE APPROVAL PRIOR TO FUNDRAISING***

USE YOUR RESOURCES

- **LINKS TO NECESSARY DOCUMENTS/GOOGLE FORMS/WEBSITES**
- **BOOKING WEBSITE:**
 - **[HTTPS://EMS.PLATTSBURGH.EDU/EMSWEBAPP/DEFAULT.ASPX](https://ems.plattsburgh.edu/emswwebapp/default.aspx)**
 - **EVENTS MANAGEMENT CONTACT INFORMATION: LEAH SWEENEY - LSWEE003@PLATTSBURGH.EDU**
- **CATERING CONTACT: (518) 564-2229**
- **WORK WITH OUR OFFICE TO HELP WITH LARGE EVENTS**
- **COMMUNICATE WITH MEL & TYLER FOR THE S/A REQUIREMENTS**