

Creating an Event Request

- Visit Virtual EMS <http://meetatbigblue.uky.edu/>
- Sign In with your UK login
- Click on “CREATE A REQUEST”

University of Kentucky

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WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR THE UNIVERSITY OF KENTUCKY

To view updates from UK related to COVID-19, visit <https://www.uky.edu/coronavirus/>. If you have any questions about how COVID-19 is impacting events at UK, please contact the Office of University Events at events@uky.edu.

NEW! Event tents now available for fall 2021 outdoor event requests (Barker Plaza, Engineering Teague Courtyard, Lewis Hall Courtyard, and Parking Lot - Boone Center)

Book Space

Request rooms, study spaces, outdoor spaces, tabling, and more! Spaces reserved through EMS do not require a separate Event Approval.

Event Approval

All events on campus require approval from the Office of University Events. After reserving space with the facility coordinator, use this form to submit your request. Events submitted in EMS under 'Request Space' do not require this form.

- Click the “book now” button for the “Singletary Center for the Arts Space Request”

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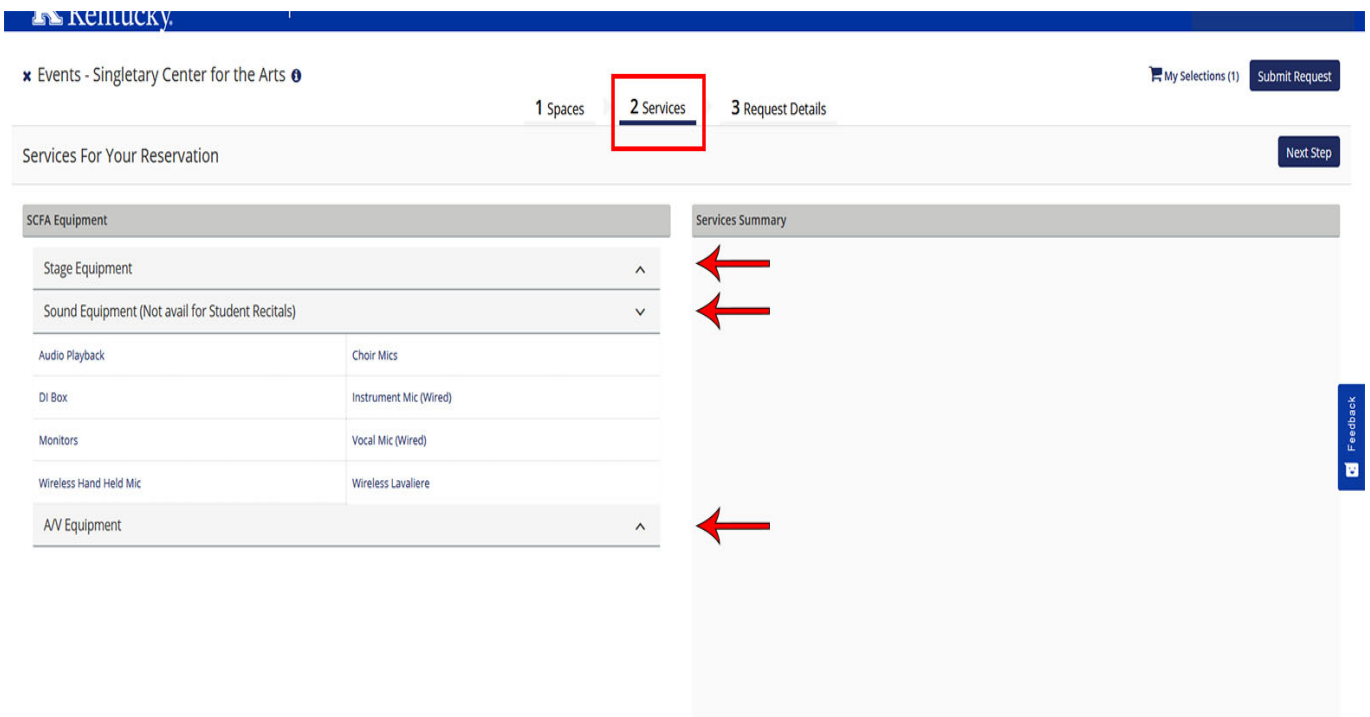
Calendar of Events

My Request Templates

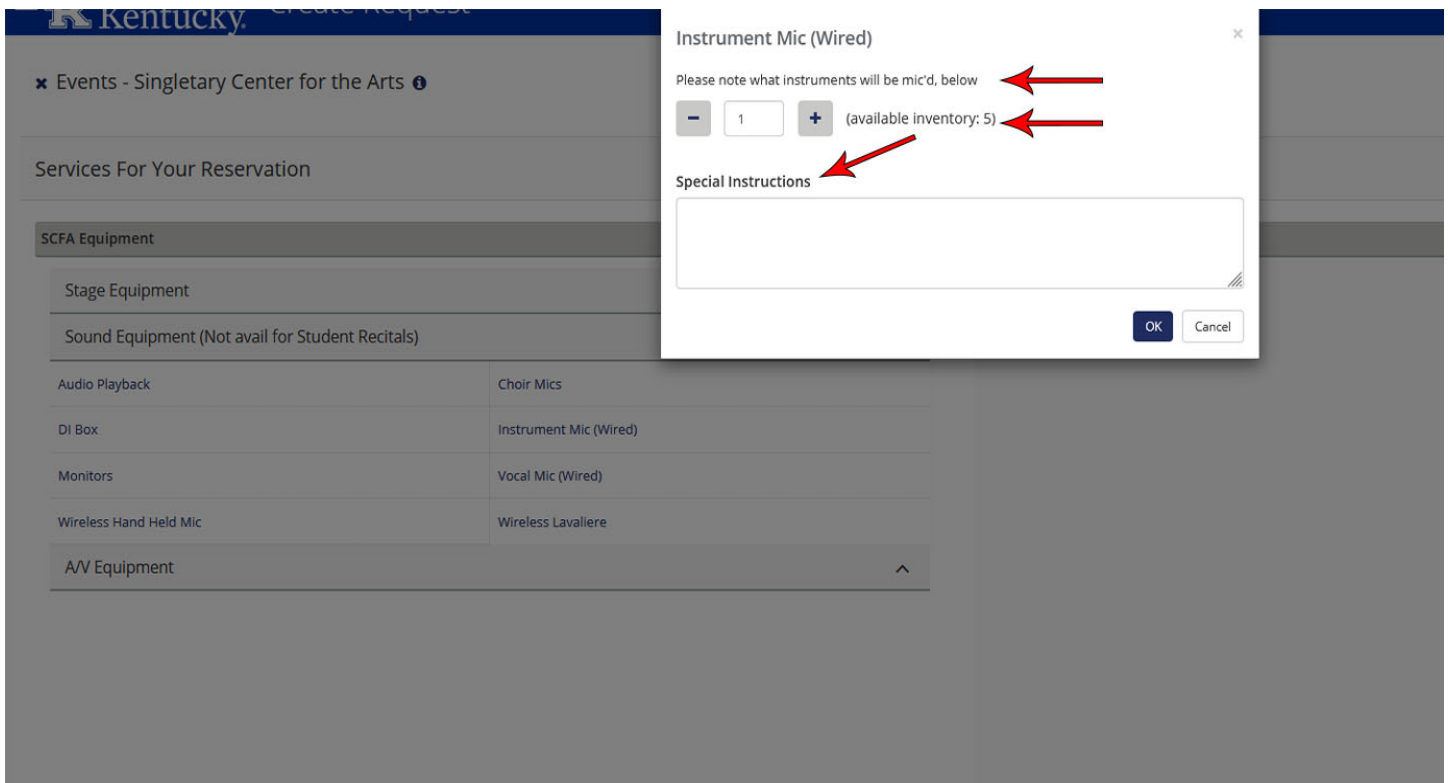
Tabling - Indoor & Outdoor Locations	book now	about
Meetings - Multiple Bldgs (UK Depts)	book now	about
Conference & Events - Multiple Bldgs (UK Depts)	book now	about
Events - Ag, Food & Env Bldgs (All UK Depts)	book now	about
Events - Campus Rec Indoor & Outdoor Spaces	book now	about
Events - Davis Marksbury Bldg (All UK Depts)	book now	about
Events - Outdoor Spaces	book now	about
Events - Singletary Center for the Arts	book now	about
Events - UK Athletics Facilities (UK Depts)	book now	about
Tailgate Stalls (UK Depts)	book now	about
Non-Space Event Approval - On Campus	book now	about
UAS - Unmanned Aircraft Systems Flight Requests	book now	about
Virtual Event (Calendar Promotion Only)	book now	about

Feedback

- Under the “Services” tab is where you will request the equipment requests
- “Stage Equipment”, “Sound Equipment”, and “A/V Equipment” are all pull down menus
- Please fill these sections out



- When you click on an item, a pop up window will open
- Please note that some equipment will have notes or special instructions
- Indicate how many you need. The total available inventory is indicated in parenthesis
- Please include special instructions if requested and/or if you have any of your own



- Under the “Reservation Details” tab, please answer each field. Every one with a * next to it is required to proceed
- The “Group Details” *should* autofill
- Please use the “Attachment” section to attach diagrams, schedules, etc.

- At the bottom of the page, please review the “terms and conditions” and click that you have read and agree
- Then click the blue “Submit Request” button.
- If you have missed a required field it will let you know.

REQUIRED - What is your affiliation with UK for THIS request *

Choose one

REQUIRED - Is your billing contact different than the planning contact? *

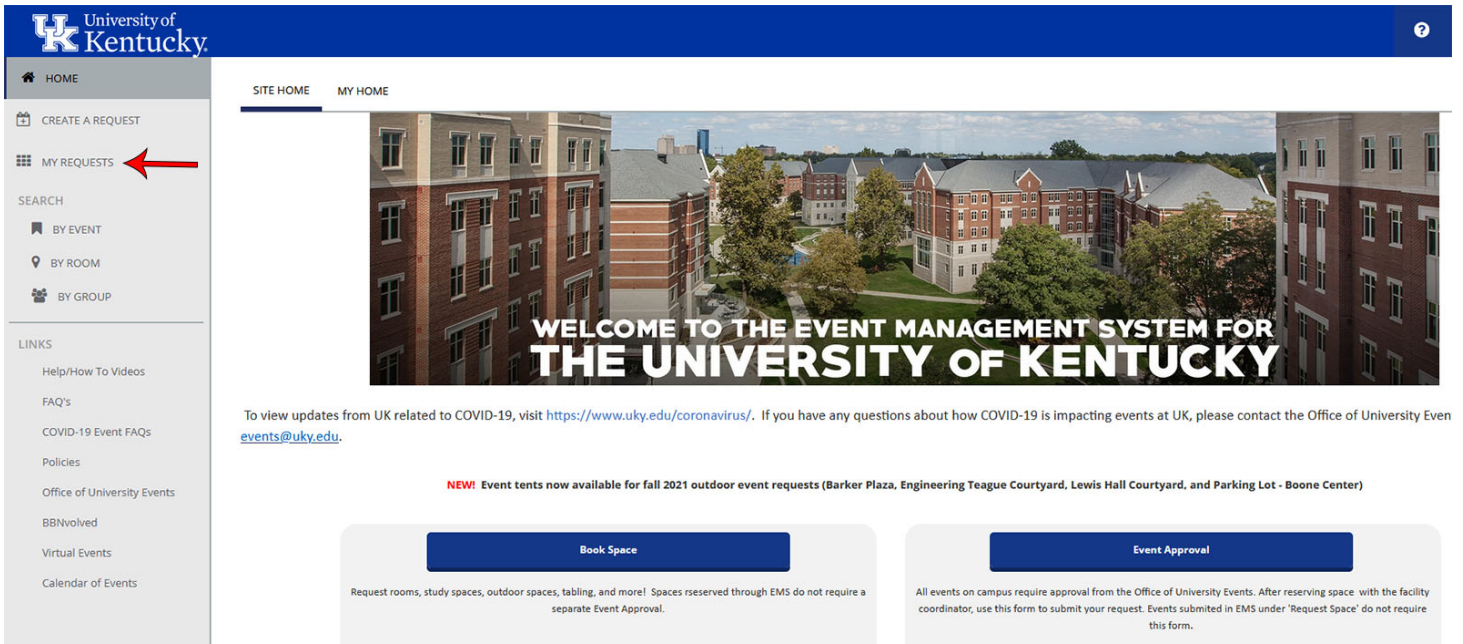
Choose one

I have read and agree to the terms and conditions

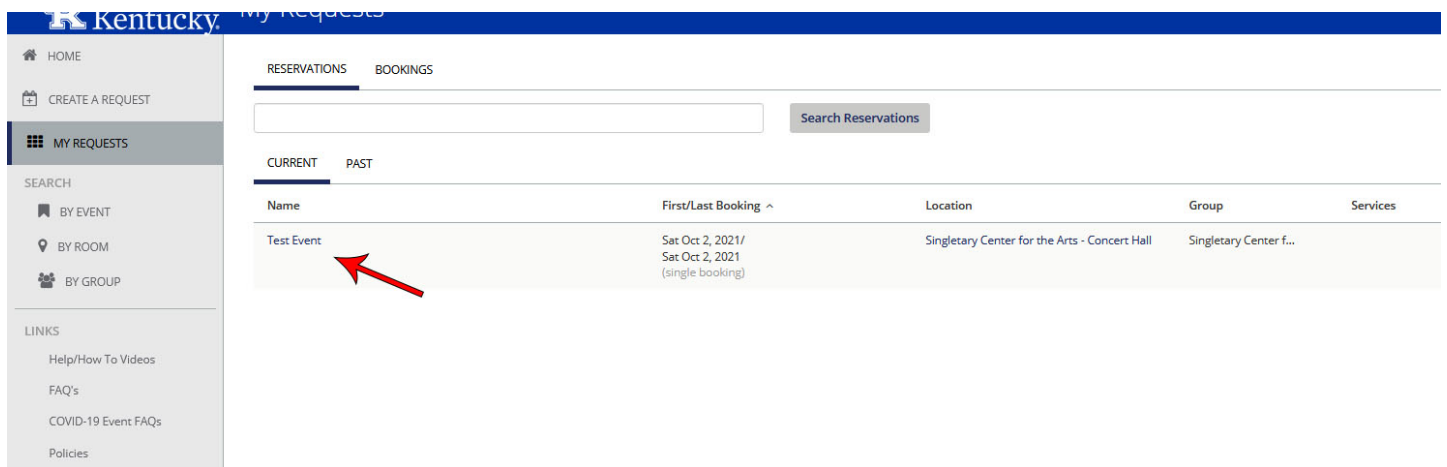
Submit Request

Once you have completed this stage, if you need additional rooms for support space, dressing rooms, reception, or lobby set up, please follow the instructions on the next page

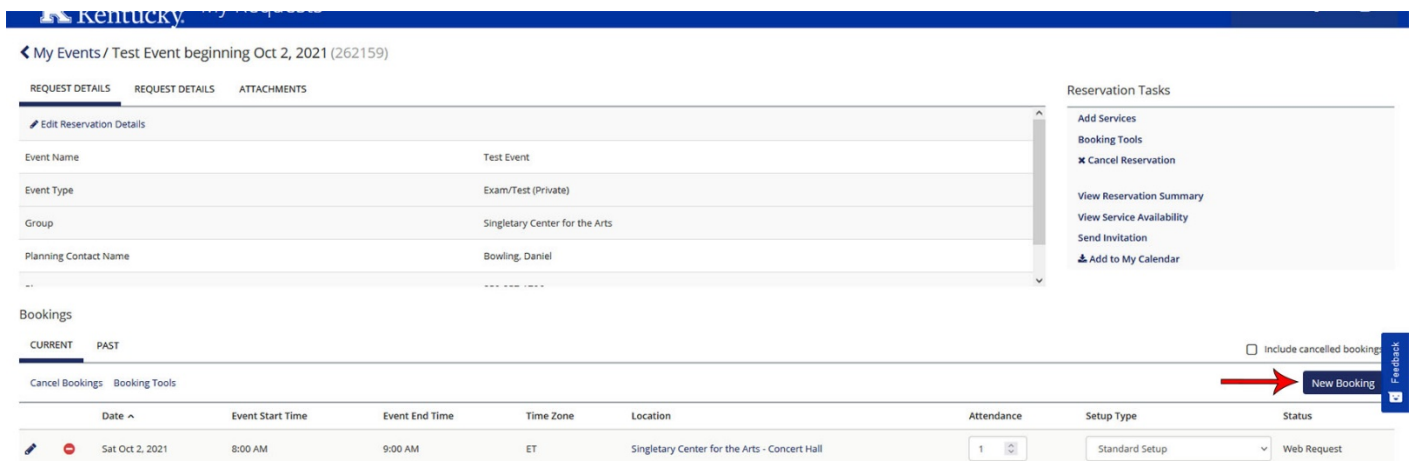
- On the Home Page click on “My Events”



- Click on the title of your event that you want to add rooms to



- Click on the blue “New Booking” button



- Search for the corresponding date and time of your event
- Click the plus sign next to each room you want to add
- When done, click the blue “Update Reservation” button

New Booking for Sat Oct 2, 2021

My Selections (0) **Update Reservation**

Date & Time

Date: Sat 10/02/2021 **Multiple**

Event Start Time: 8:00 AM Event End Time: 9:00 AM

Create booking in this time zone: Eastern Time

Locations: Singletary Center for the Arts **Add/Remove**

Search

Additional Space Filters

Search for a Specific Space

Space Name:

Selected Spaces

Your selected Spaces will appear here.

Space Search Results

LIST SCHEDULE

Favorite Spaces only. **Search**

Spaces You Can Request

Singletary Center for th...	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
+ Concert Hall	1502							Private															
+ Recital Hall	375																						
+ Presidents Room	100																						
+ Rehearsal Room	200																						
+ Lobby East	500																						
+ Mezzanine	300																						
+ Lobby Central	500																						
+ Lobby West	500																						
+ Dressing Room A	5																						
+ Dressing Room B	5																						

- If you need to add equipment to the added rooms click on “Add Services”

My Events / Test Event beginning Oct 2, 2021 (262159)

REQUEST DETAILS REQUEST DETAILS ATTACHMENTS

Edit Reservation Details

Event Name: Test Event

Event Type: Exam/Test (Private)

Group: Singletary Center for the Arts

Planning Contact Name: Bowling, Daniel

Reservation Tasks

- Add Services**
- Booking Tools
- Cancel Reservation
- View Reservation Summary
- View Service Availability
- Send Invitation
- Add to My Calendar

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools **New Booking**

Date ^	Event Start Time	Event End Time	Time Zone	Location	Attendance	Setup Type	Status
Sat Oct 2, 2021	8:00 AM	9:00 AM	ET	Singletary Center for the Arts - Concert Hall	1	Standard Setup	Web Request
Sat Oct 2, 2021	8:00 AM	9:00 AM	ET	Singletary Center for the Arts - Recital Hall	1	Standard Setup	Web Request

- As you did before, select items from the drop down lists. You will need to do this for each room individually unless they require the same equipment
- Click “Next Step” when done

Events - Singletary Center for the Arts

1 Spaces **2 Services** 3 Request Details

My Selections (1) Submit Request

Services For Your Reservation Next Step

SCFA Equipment		Services Summary
Stage Equipment	^	
Sound Equipment (Not avail for Student Recitals)	v	
Audio Playback	Choir Mics	
DI Box	Instrument Mic (Wired)	
Monitors	Vocal Mic (Wired)	
Wireless Hand Held Mic	Wireless Lavaliers	
AV Equipment	^	

- Check the box next to the room(s) you want to add the equipment to
- Click “Add Services”

Select Services / Test Event (262159)

Add Services Add Services

<input type="checkbox"/>	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type	Result
<input type="checkbox"/>	Sat Oct 2, 2021	8:00 AM - 9:00 AM	Eastern Time	Singletary Center for the Arts - Concert Hall	Test Event	Exam/Test (Private)	
<input type="checkbox"/>	Sat Oct 2, 2021	8:00 AM - 9:00 AM	Eastern Time	Singletary Center for the Arts - Recital Hall	Test Event	Exam/Test (Private)	

If you have any questions, please contact

Danny Bowling djbow2@uky.edu 257-4776

Tanya Harper tkharp2@uky.edu 257-4776