



Tennessee State University - Office of Events Management

Reservation Request Instructions for an Affiliate

Revised 10/2022

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Office of Events Management

The Office of Events Management mission is to provide exceptional event management services to all Affiliate and Non-Affiliate events held on the Tennessee State University campus.

The office is a one-stop-shop for the scheduling of all campus facilities as well as the management of requests for event catering, room furnishings and technology.

We strive to build trust, respect, and integrity as we maximize our resources to host a variety of events, meetings, conferences, educational programs, and summer camps on campus.

Any questions, please contact the Office of Events Management.

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Reservation Request Policies

	Departmental Request	Student Organization Request
When should I make my reservation request?	Departmental reservation request must be made 10 DAYS or more prior to the event date	Student Organization reservation request must be made 15 DAYS or more prior to the event date
What is the request approval process?	<p>After submitting the request, the approval process is:</p> <ol style="list-style-type: none"> 1 - Building Manager (BM) 2 - Facilities Management (FO) 3 - Campus Police (PD) 4 - Parking (P) 5 - Events Management (EM) 	<p>Advisors are required to submit reservation request for Student Organization events</p> <p>After submitting the request, the approval process is:</p> <ol style="list-style-type: none"> 1 - Student Activities (SA) 2 - Building Manager (BM) 3 - Facilities Management (FO) 4 - Campus Police (PD) 5 - Parking (P) 6 - Events Management (EM)
When do I request furnishings and technology?	<p>Reservation requests are required to include all tables, chairs, podium, sound, as well as a diagram/floor plan</p> <p>If the event requires the setup of tables and chairs - the day before the event should be reserved as a Set-Up Day</p>	
How do I request catering?	<p>Aramark Dining Services is the provider of all food and beverage services for the University and is the recommended cater for all functions or affairs on campus.</p> <p>If having food – the Banquet Event Order (BEO) or the Off Campus Catering Approval Form from Aramark needs to be attached to reservation.</p>	
What happens after I submit my reservation request?	The individual who made the reservation request should check the status of their reservation in EMS/CBMS daily.	The advisor who made the reservation request should check the status of their reservation in EMS/CBMS daily.

How to Log into EMS/CBMS

1. Open internet browser
2. Go to <https://ems.tnstate.edu/emswebapp/>
3. Enter your **User ID** and **Password**
4. Click **Sign In**

The screenshot shows the login interface for the EMS CLASSROOM & BUILDING MANAGEMENT SYSTEM (CBMS). The page has a dark blue header with the EMS logo and the system name. A navigation menu on the left lists 'HOME', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area is titled 'MY HOME' and contains a 'Sign In' form with fields for 'User id *' and 'Password *', a 'Sign In' button, and a link for 'I've forgotten my password.'

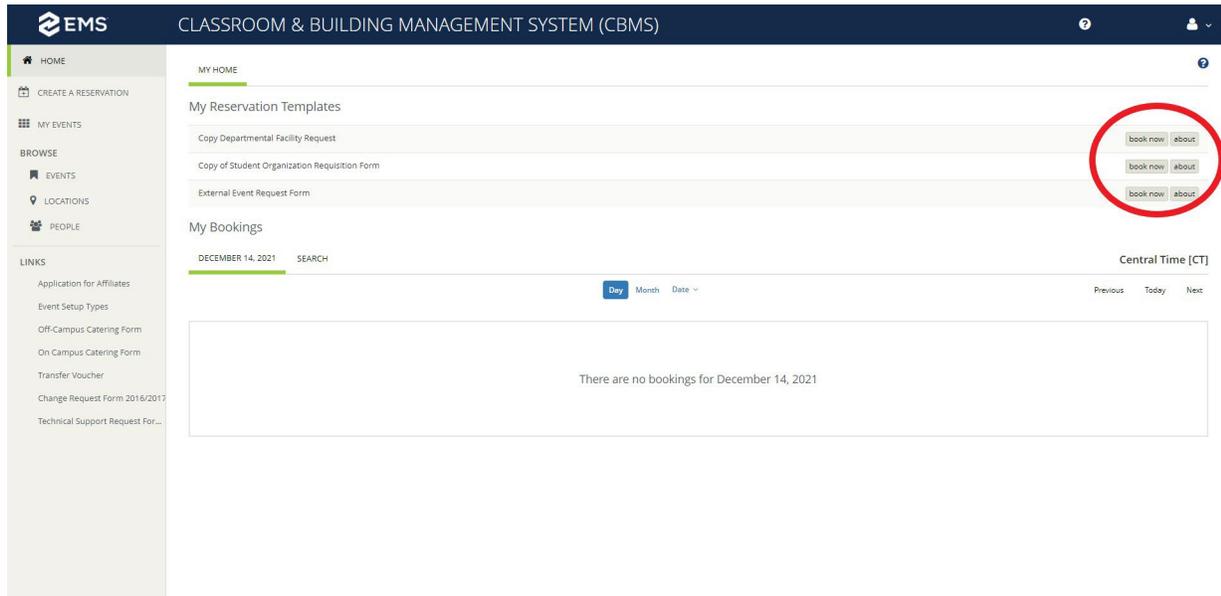
User ID or Account Issues

*If you do not have a User ID or you are having account issues
please contact the Office of Events Management*

Select the Reservation Request Template

Before a Reservation Request can be created the appropriate **Reservation Template** needs to be selected. The **Departmental Facility Request** template are used for department meetings, events, trainings, luncheons, etc. The **Student Organization Requisition Form** template are used for the student clubs or organizations events and meetings.

To select a template - Under **Reservation Templates**, select the **Departmental Facility Request** or the **Student Organization Requisition Form** by clicking **Book Now** on the appropriate line.



Reservation Template Issues

*If you do not the correct Reservation Templates
please contact the Office of Events Management*

Overview of How to Create a Reservation Request

The following three steps need to be completed to submit a Reservation Request.

Step 1 - Rooms

- Select date, time, and location
- Identify number of attendees and room setup

Step 2 - Services

- Add Room Furnishings
- Add Technology

Step 3 – Reservation Details

- Identify event name and group name, add attachments and answer questions
- Submit the Reservation Request

Step 1 – Rooms

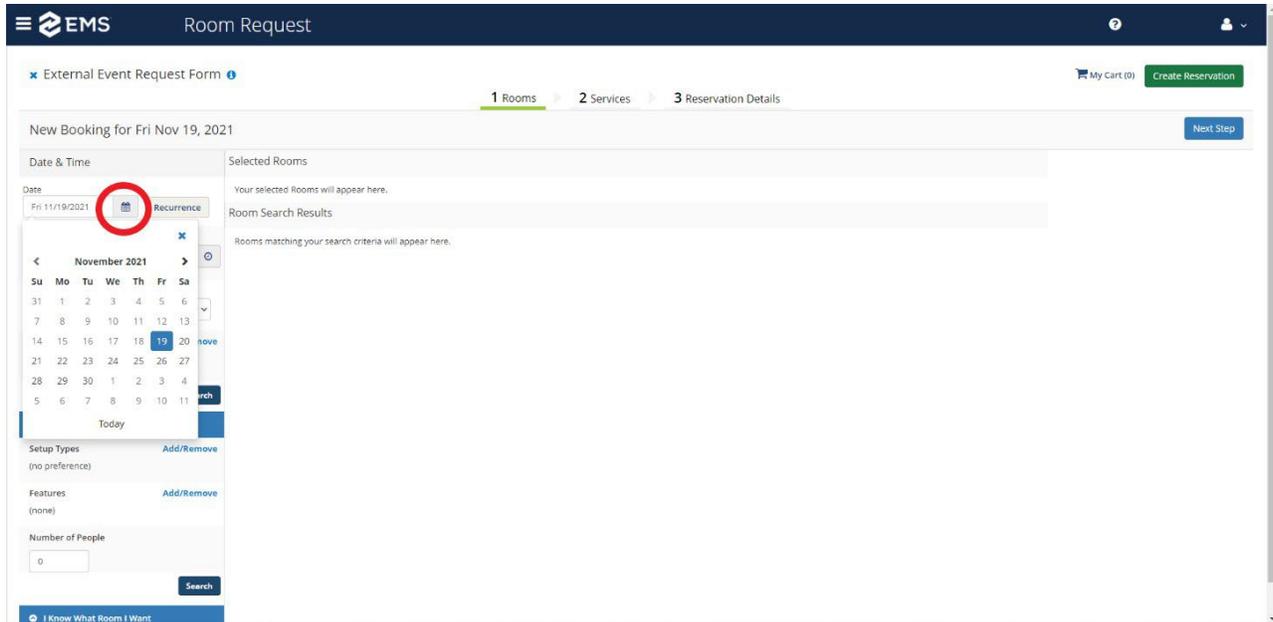


➤ **Select date, time, and location**

➤ **Identify number of attendees and room setup**

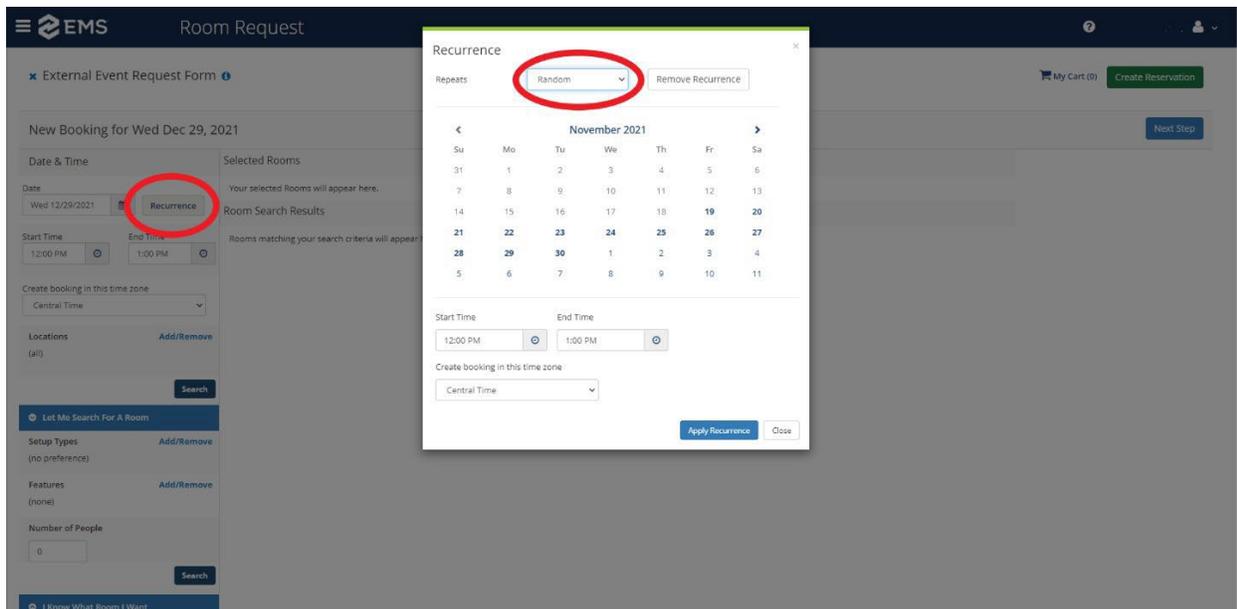
1. **Selecting the date for the reservation if it is a single day event. In the left column under Date & Time select the Calendar Icon.**

Please note that reservation request must be made 45 days in advance of the event date. All late reservation requests need to contact the Office of Events Management.



Selecting the date for the reservation if it is a multiple day event. In the left column under Date & Time select Recurrence. Then select the time of Repeats, the options are Daily, Weekly, Monthly or Random.

Please note that selecting multiple dates this way will make the event start and end time the same.



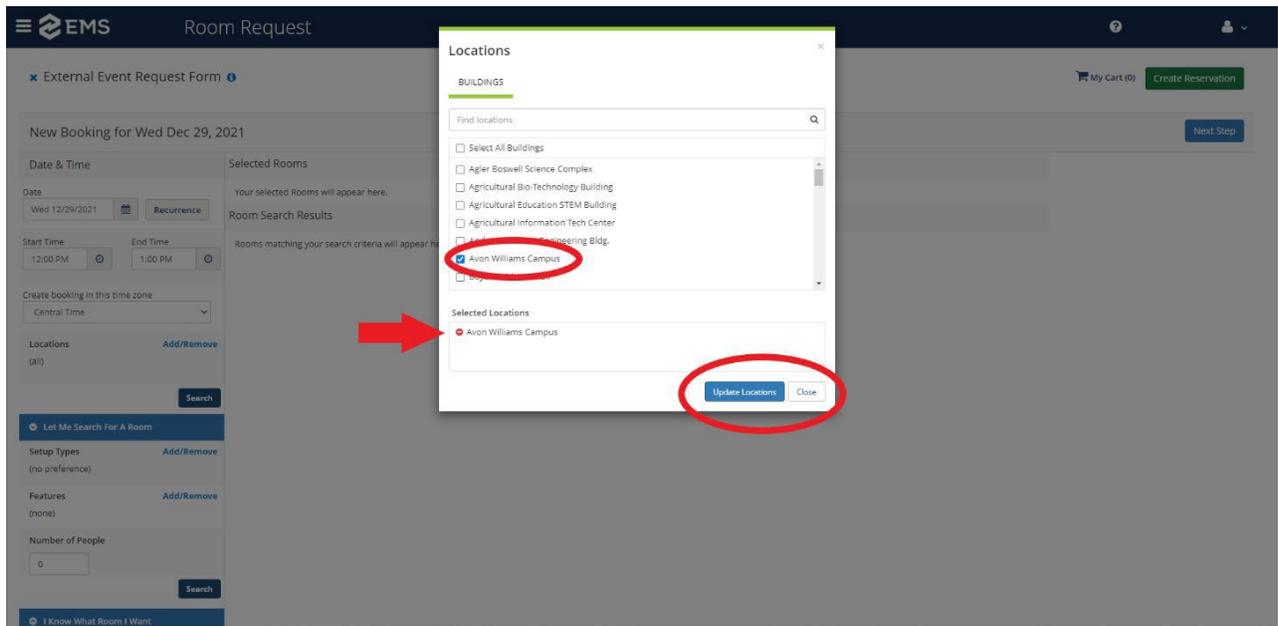
2. **Selecting the time for the reservation if it is a single day event.** In the left column under **Date & Time** set the **Start Time** and **End Time**

The screenshot shows the EMS Room Request interface. The top navigation bar includes the EMS logo, the title "Room Request", and a user profile icon. Below the navigation bar, there are three tabs: "1 Rooms", "2 Services", and "3 Reservation Details". The main content area is titled "New Booking for Wed Dec 29, 2021" and includes a "Next Step" button. The "Date & Time" section is highlighted, showing the date "Wed 12/29/2021" and a "Recurrence" button. The "Start Time" and "End Time" fields are set to "12:00 PM" and "1:00 PM" respectively, and are circled in red. Below these fields, there is a "Create booking in this time zone" dropdown menu set to "Central Time". The "Locations" section is also visible, with an "Add/Remove" button circled in red. The "Let Me Search For A Room" section includes "Setup Types" (no preference), "Features" (none), and "Number of People" (0).

3. **Selecting the room or multiple rooms for the reservation.** In the left column under **Locations** select **Add/Remove**

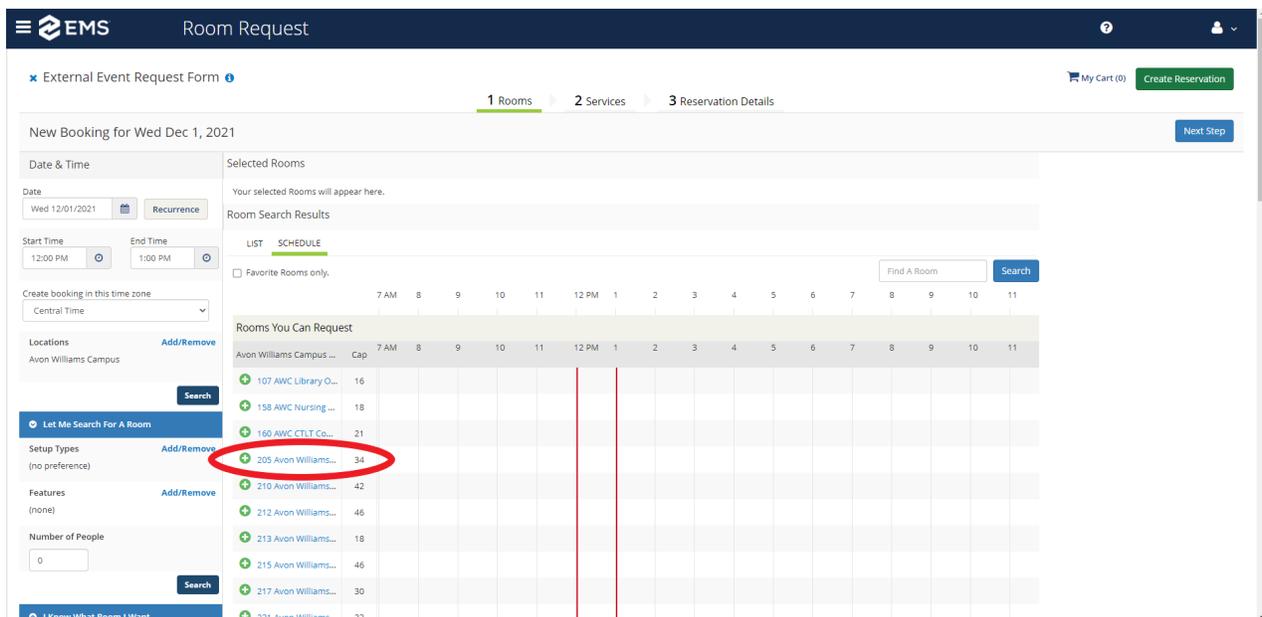
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4. **Place a check mark** next to the building that you are interested in. The building will appear in the **Selected Locations**. Then click **Update Locations**.



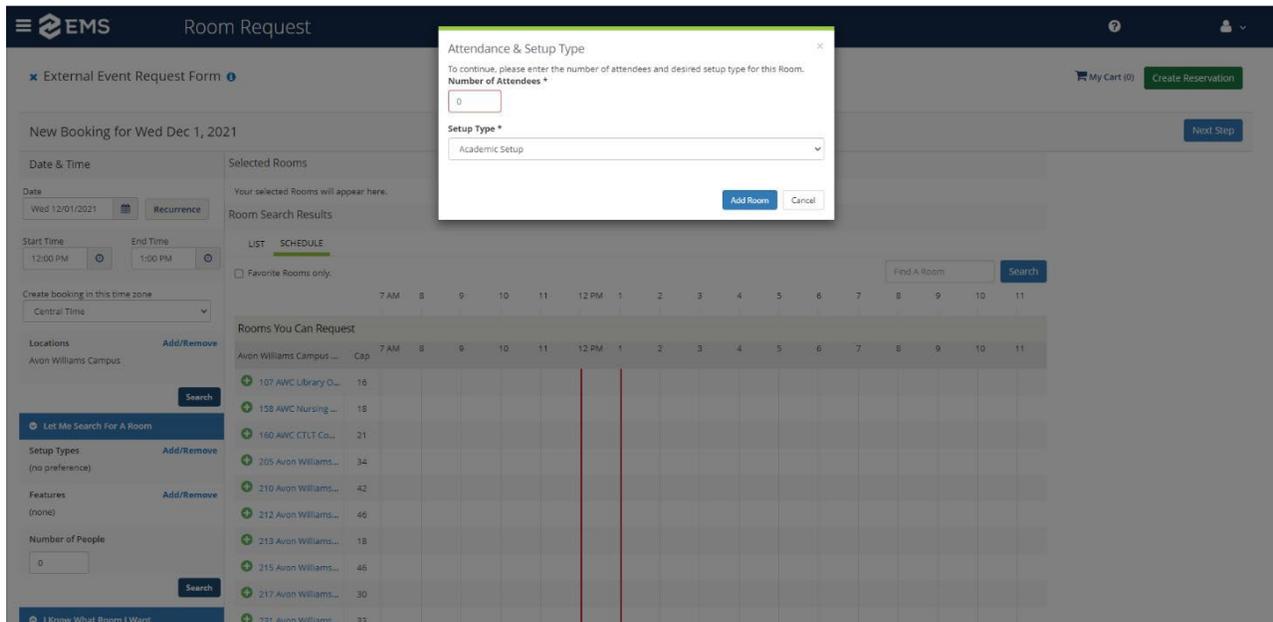
5. **The Rooms You Can Request** in the specific building you selected on the specific date will be displayed on this screen. **To select a room, click the green plus sign next to the specific room.** Then the Attendance & Setup Type window will pop up.

In this example the room being selected is 205 Avon Williams Campus.

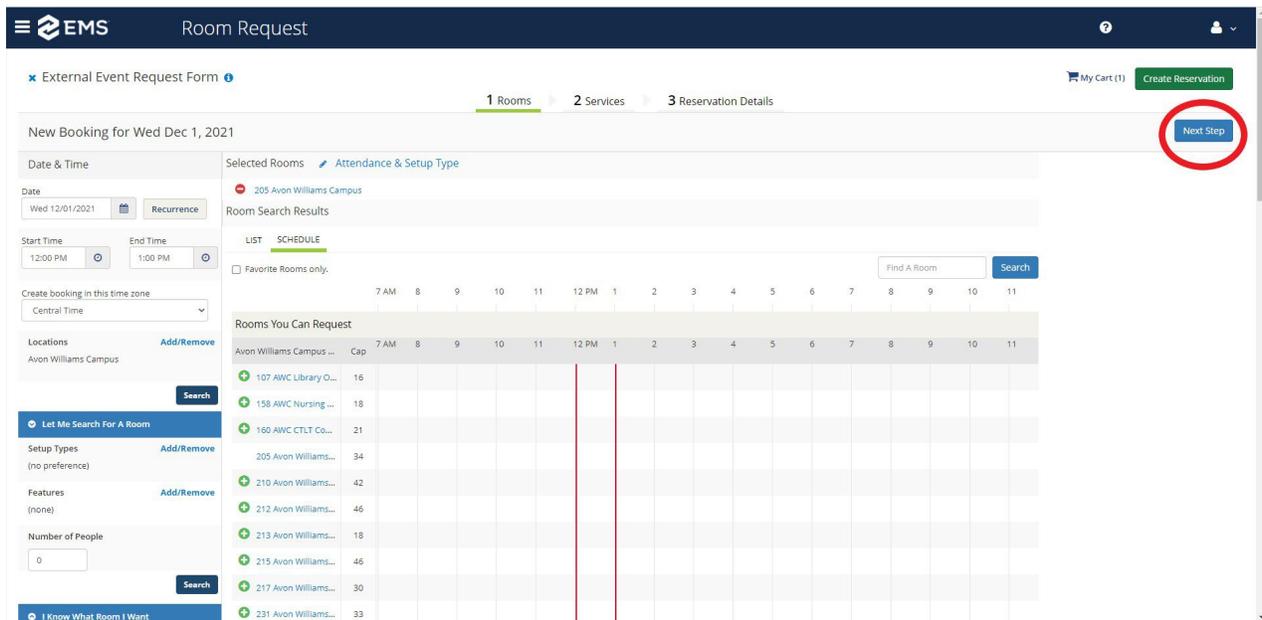


6. Insert the **Number of Attendees**, select the **Setup Type** for the room. Then click **Add Room**.

If you would like to reserve multiple rooms for the same event time, repeat Step 9



7. After you have selected all the room(s) double check the **Selected Rooms** list to make sure all the desired room(s) are in the list. Then click **Next Step**.



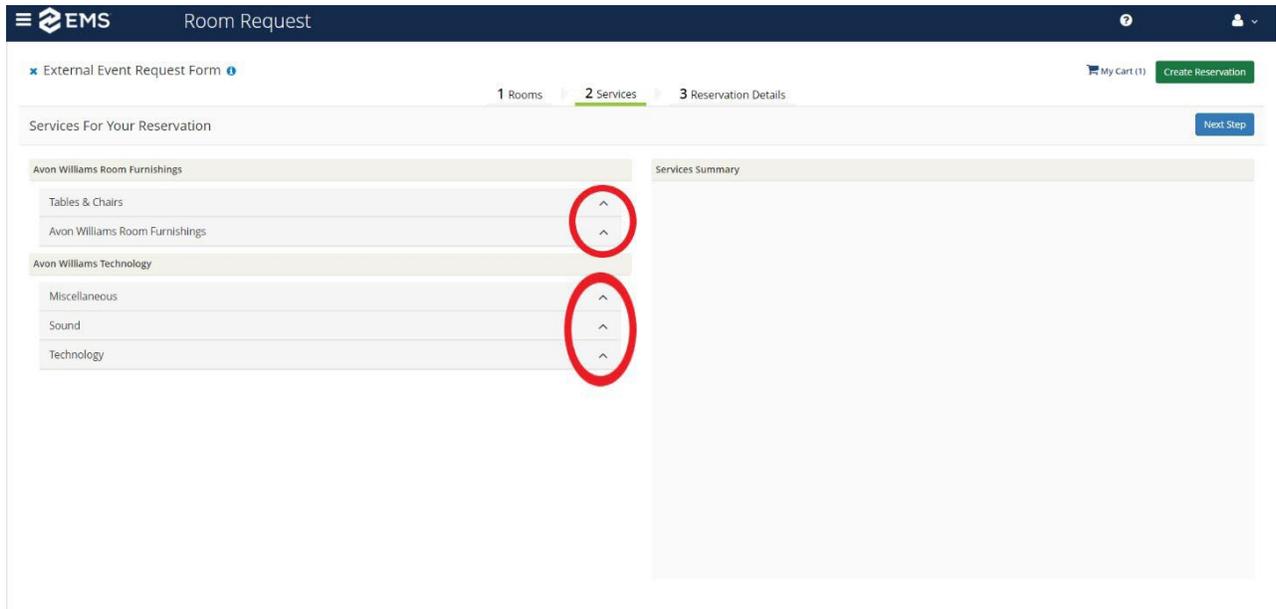
Step 2 – Services



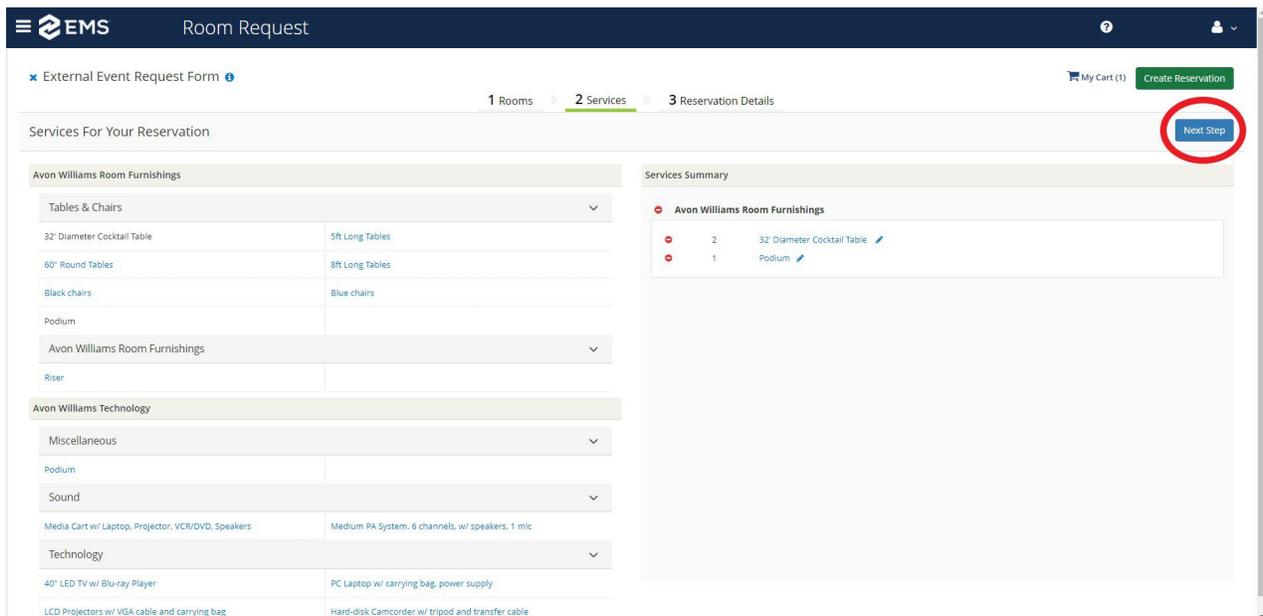
➤ **Add Room Furnishings**

➤ **Add Technology**

8. Click the ^ to view the available **Room Furnishings** and **Technology** services provided. When a service is selected a pop-up window will appear to input the quantity.



9. All selected Room Furnishings and Technology will appear in the **Services Summary**. When you have selected all the desired services for the event, click **Next Step**.



Step 3 – Reservation Details



➤ **Identify event name, group name, add attachments and answer questions**

➤ **Submit the Reservation Request**

10. Fill in **Event Details**, **Group Details**, add any necessary **Attachments**, answer the **Additional Information** questions and accept the **Terms and Conditions**. Then click **Create Reservation**.

The screenshot shows the 'Room Request' interface in the EMS system, specifically the 'Reservation Details' step. The breadcrumb trail indicates the user is on step 3 of 3: '1 Rooms', '2 Services', and '3 Reservation Details'. The 'Create Reservation' button is highlighted with a red circle. The form is divided into three main sections: 'Event Details', 'Group Details', and 'Attachments'.

Event Details

- Event Name * (text input)
- Event Type * (dropdown menu)

Group Details

- Group * (dropdown menu, currently showing 'Events Management') with a search icon
- 1st Contact (dropdown menu, currently showing '(temporary contact)')
- 1st Contact Name * (text input, currently showing '(temporary contact)')
- 1st Contact Phone * (text input)
- 1st Contact Email Address * (text input)
- 1st Contact Fax (text input)

Attachments

- Select your files (button)
- Drag and drop your files here (text)



TENNESSEE STATE UNIVERSITY

PARKING KEY

- General (Student, Faculty, Staff)
- Reserved
- Disabled
- Visitor



CAMPUS LEGEND

1. Rudolph Residence Center
2. Torrence Hall
3. Holland Hall
4. Murray Power Plant
5. Queen Washington Building
6. Health Sciences Building
7. Elliott Hall (Women's Building)
8. RASP Research & Sponsored Programs
9. Crouch Hall
10. Boswell Complex
11. Hale Residence Center
12. Strange Music Building
13. Performing Arts Center
14. Clay Education Building
15. McCord Biology Building
16. Davis Humanities Building
17. Jackson Industrial Arts Building
18. Love Learning Resource Center
19. Harned Hall
20. Goodwill Manor
21. Hankal Hall
22. Gentry Complex
23. Basketball Court Pavilion
24. Boston Wellness Center
25. Wilson Residence Hall
26. McWhorter Administration Building
27. Floyd-Payne Campus Center
28. Brown-Daniel Library
29. Clement Hall
30. New Student Housing Facility
31. Eppse Residence Center
32. Watson Residence Center
33. Boyd Residence Center
34. Kean Hall
35. Center for Health Research
36. Lawson Agriculture Hall
37. CARP Building
38. Agriculture Biotechnology Bldg.
39. Humphries Hall
40. Agriculture IT Center
41. Farrell-Westbrook Agricultural Complex
42. Operations Building
43. Indoor Practice Facility
44. Future Agriculture Food Science Building
45. Ford Residence Complex
46. General Services Building
47. Read Hall
48. New Residence Complex
49. Motor Pool
50. Central Receiving Facility
51. Young Poultry Plant

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