Creating an Event Request

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

- Click the “book now” button for the “Singletary Center for the Arts Space Request”
• Choose the “Date” you want
• Pick the “Start Time” and “End Time” you want. This time range needs to include your setup and tear down time.
• Then press “Search” to proceed

All available rooms will show up for the date and time requested
If the room is occupied at some point in the day by another group, the columns next to it will be greyed out during the booked time
Click the plus sign next to the main room you want to reserve. **DO NOT add additional rooms you want to reserve at this stage.** You will add these later on.
A window will pop up for each room selected asking for the attendance numbers. For your performance space, please indicate the anticipated audience. For your support spaces, please indicate the number of occupants.
- 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 an * 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.

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

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

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

If you have any questions, please contact
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