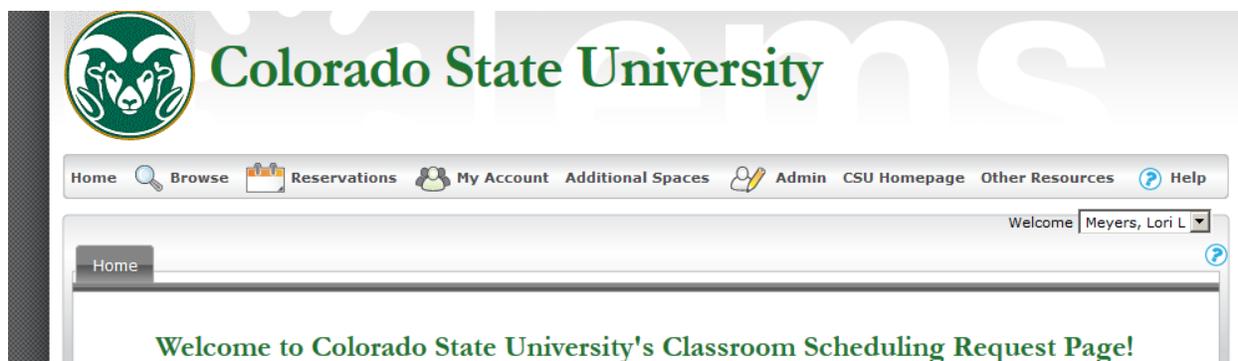


## Special Events- Look What's New!

ENVIRONMENTAL HEALTH SERVICES, FACILITIES MANAGEMENT, RISK MANAGEMENT & CSUPD have been working in conjunction with the Registrar's Office over the last year to implement the Event Management System (EMS) to use for scheduling special events that occur on University property. Many of you are already familiar with EMS and currently use it to schedule your academic class spaces through <https://schedule.colostate.edu/VirtualEms/>



**University departments will now be able to request university space and submit details of events via the same website used for scheduling general assignment and departmental classrooms.** Beginning in November 2016, the current EMS web page will have an added feature for scheduling a special event. This will allow all the approving authorities for food, alcohol, insurance, security, etc. to review, approve and track special events occurring on campus with better consistency and timeliness. All special event requests will continue to be directed first to the Facilities Scheduling Office for initial review. Requests will be routed through the review/approval process by the Facilities Scheduling Office. Event confirmations will continue to come from Facilities Scheduling Office with event information and requirements as they do now.

One of the major benefits of using EMS, is the ability to see what spaces are currently available. This saves significant time exchanging emails with the Facilities Scheduling Office to determine when the desired space will be available, and can provide alternative spaces given the request parameters.

