EVENT REQUEST PROCESS

STEP 1: RESERVE SPACE

- Reserve your room through the University Reservations office vEMS system.
- If your group does not have access to the vEMS system, you can create an account here.
- University Reservations oversees all spaces in the EUC, classroom spaces, and outdoor spaces. If you want to use a space in the Kaplan Center for Wellness, please go here.

STEP 2: SUBMIT EVENT REQUEST

- Go to your group's page on Spartan Connect to submit your event request.
- If you are unsure of how to access the event request form, you can find a step by step guide here. If you don't have access to your group's page, reach out to CAP.
- Event requests must be submitted within the following deadlines as per the Student Group Programming Guidelines:
  - In-person program or event: 30 days prior to the event date
  - In-person meeting or tabling: 7 days prior to the event date
  - Virtual program or event: 15 days prior to the event date
  - Virtual meeting: Not required, but strongly encouraged
- The University Reservations office, UNCG Police Department, and CAP will review all submissions and will approve or deny your event.

EVENT REQUEST REMINDERS

- Weekly meetings or events with multiple dates: You can submit one event request for meetings with multiple dates, but you need to add all of the dates and locations. See the image here where the yellow highlighter indicates the option to "+Add Another Date".
- Room numbers must be included in your location in the event request. Please include the actual room number or specific location of your event/meeting (ex. SOEB 114, EUC Elm, Minerva Statue, etc.). Submissions that do not have a specific location will be denied.
- If your event request gets denied: Please resubmit the original request instead of creating a new one. You can follow the instructions here to learn how you can do this.
- Attendance tracking: Student groups are required to upload attendance into Spartan Connect for ALL events, meetings, etc. If you are unsure of how to do this, please follow the guide here. Please make sure this is done within 48 hours of the program or meeting.