Hello all faculty and staff,

Please allow this email to serve as an important reminder of the Event Management Software (EMS), and the proper procedures for booking space on the Westfield State University campus. This email pertains to everyone who has or will use any location on campus.

**AS A CRITICAL PART OF THE EMERGENCY RESPONSE PROCESS, ALL EVENTS, MEETINGS, MAINTENANCE, EXHIBITS, ETC. ARE REQUIRED TO HAVE A RESERVATION IN EMS.**

All Faculty and staff have access to EMS for the purpose of reserving space on campus. If you need assistance, please see your department administrative assistant first, as they can make reservations on your behalf. You may also call Event Management at x8276 or x5580 for assistance.

The instructions below will show you how to create an account and how to make reservations in EMS.

**To Create an Account:** Once you have created an account you will not need to perform this function again. If you are new to campus, please contact Event Management (x5580) directly to create an account.

1. Go to [www.westfield.ma.edu](http://www.westfield.ma.edu)
2. Scroll to the bottom of the Westfield State University home page
3. Select "Request Space"
4. Choose "My Account"
5. Select "Create an Account"
6. Fill in all the boxes (except the "notes" box) Choose and confirm your password
7. Your status may temporarily be pending and will be approved shortly.
To Search/Browse for Available Space:

1. Go to **www.westfield.ma.edu**
2. Log in using your email address (i.e.: jsmith@westfield.ma.edu) and the password you selected (webreq is the password unless you elected to change this option in your personal settings)
3. Select "Browse"
4. Select "Browse for Space"
5. You can review available space on this page. (Space marked in yellow or gray are already in use. White space illustrates available space)

To Make a Reservation:

1. Go to **www.westfield.ma.edu**
2. Select "Room Request"
3. Fill in the Blue Box on the left with the date, time, facility (location), and expected attendance number
4. Click "Find Space"
5. Available space will appear in the box in the center of the page.
6. Select the desired location by clicking the green plus sign (+). If the room you are looking for does not appear on the list, it is not available.
7. The room you selected will move to the top of the page, under the locations tab.
8. Click the "Details" tab and fill in all of the information
9. Click "Submit Reservation"

To View Your Request or Make Edits/Changes or cancellations:

1. Select "Reservations"
2. Select "View My Requests" All of your reservations will appear here.
3. To Edit, Click on the event you wish to change. You may cancel the entire event, add or delete services in this area under the "Actions" tab.
EVENT CANCELLATIONS REQUIRE A MINIMUM NOTICE OF 3 DAYS!

Should you need to cancel an event, you may do so in EMS under your account. If you are cancelling an event with less than a 3 day notice, you MUST contact Event Management immediately at x8276 or x5580. You are responsible for contacting the service departments you have made requests of, (i.e., contact the appropriate building maintainer, media services, catering, sign shop, etc.)

Please be advised, if you cancel an event after Facilities & Operations has prepared your function, your department MAY be charged. Please contact Jim Rovezzi should you have any questions regarding set up charges.

CATERING:
Contact Carolyn at x5478 or email catering@westfield.ma.edu
Please remember that all food and beverage orders must be purchased through Sodexo. External vendors are not permitted on campus unless there are compelling, extenuating circumstances that must be discussed in advance with Sodexo and written permission is received.

SPECIALITY ROOMS: CONTACT INFORMATION:

ELY
210 Conference Room: KIM MORGAN x5400
020 Conference Room: BARBARA HAND x5429 or KIM
HOSMER x8295

(room can be used from 8am-3pm)

SGA Club room: BARBARA HAND x5429 or KIM
HOSMER x8295

(room can be used from 8am - 2pm)
Owl’s Nest: MATT DELEA x8157

The Owl’s Nest must be used as is, café style with square tables of 4.

Significant set up changes require advanced approval from the VP of Student Affairs.

HORACE MANN CENTER:
President’s Board Room: JOANNE LEIGHTON x5201
Finance Board Room: MADELINE SANTOS x8241

PARENZO HALL:
Dever Stage: ERNIE IANNACCONNE x8275
VP Board Room: LYNETTE KONIG x5213
Parenzo Gym: LOUANN SIMCHAK x5417

UNIVERSITY HALL:
Multi-purpose Room: JESSICA HUFNAGLE x8053
Meeting Room A&B JESSICA HUFNAGLE x8053

WOODWARD CENTER:
Athletic Area: DICK LENFEST x8221
NANCY BALS x5515
BOB MIELE x8252
MICHAEL YOUNG x5405

Mahoney Conf. Room: SUSAN CHAISSEN x5679

**You may not move a class for any reason without first contacting either the Registrar’s Office or DGCE (Graduate & Continuing Education) and Event Management.**
Joanne L. Bigelow
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Advancement & University Relations
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“The greatness of a nation and its moral progress can be judged by the ways its animals are treated”
~Mahatma Gandi~