

Steps to Requesting Space

Plan Early. Space is limited.

Major Events	1 month
Events requiring services	2 weeks
Regular Meeting Rooms	1 week
Study Rooms	Day of

Planning Tips:

Student Organizations NOTE:

Student organizations are allowed up to three (3) authorized requestors to book space on the Main Campus. Each requestor must take the EMCS RSO Event Workshop, annually. Complete a form at the EMCS front desk and complete the workshop at utsa.edu/events.

1. Determine your space needs and which space most appropriate for your meeting or event.
2. Get specific information about the space you would like to request – does this space work for your event? Do you have an alternate plan? How far in advance does this space need to be requested?
3. Who reserves the space? Is prior approval needed? Check the UTSA Space Scheduler Directory at utsa.edu/events.
4. Is the time and location available for your event? Check the UTSA Event Calendar (click “plan an event” for availability to be sure that the space you’ve selected isn’t already reserved).
5. Is there any additional information about this space that I need to consider when planning my event? Consider academic calendar, building hours, etc. Check the Scheduling Considerations at utsa.edu/events.
6. Consider what types of activities are allowed in this space? Will there be food, guest speakers, external co-hosts, candles, etc.? Check policies and procedures on the EMCS website at utsa.edu/events.
7. Are additional procedures and approvals needed along with a space request? Consider joint sponsorship, amplified sound, guest speakers, tabling, exhibits, etc.
8. Is the event within your budget? Have you considered setup/teardown, equipment rentals, parking, catering, security, food and beverage? For events in the University Center, check the UC Fee Schedule at utsa.edu/uc. Use an Event Budget Worksheet for planning found at utsa.edu/events.
9. Are you interested in services EMCS can provide for your event? Signage, registration, on-site coordination, pre-event coordination, to name a few!
10. Are you ready to make a request for your meeting/event? Make a reservation request using the online request form at utsa.edu/calendar/request.
11. Receive event space email from EMCS and submit any additional information needed to confirm your event status. You may not receive the space requested based on availability, etc. Additional information may be needed to assign or confirm a space for your event.
12. Schedule an event planning meeting with an EMCS events manager, using your booked event reservation number (#2012-AAAAAA). Schedule this at least one month prior to event.
13. Complete a pre-event planning checklist. Consider ideas, risk, vendors, etc. An EMCS events manager can walk you through event possibilities and next steps.

Still have questions? Don’t hesitate to contact us at 210.458.4155 or e-mail us at EMCSevents@utsa.edu and ask to speak to your events manager.