

How to Review Your Event Reservation

Looks like this...

UTSA Events Management & Conference Services
The University of Texas at San Antonio
One UTSA Circle, Rm UC 1.04.02
San Antonio, Texas 78249-0553
Telephone: (210) 455-4155 E-Mail: UCEvents@utsa.edu

Event Reservation Confirmation
Please Review Date, Time, Location and Resources

Customer Information

EMCS - Events Made Simple

Requested By: Grace Potts Event Title: EMCS - Events Made Simple
The University of Texas at San Antonio Event Reference: 2008-AAACXX
One UTSA Circle Current Event Status: Confirmed
San Antonio, Texas 78249 On-Campus Account Number:

Phone: (210)455-4732
Fax: (210) 455-4271 Email: gfpotts@utsa.edu

Organization(s): EVENTS MANAGEMENT & CONFERENCE SERVICES

Description:

Reservations(s)

EMCS - Events Made Simple Booking Arrangement For: 100

Reservation Times: Reservation Comments:

Your First Event: FRI: 09/19/2008 1:00 PM - 2:00 PM
Your Event: FRI: 09/19/2008 2:00 PM - 6:00 PM

Space Assignments and Instructions: Resource Assignments and Instructions:

Desires - UC 181.28 1 UC - CHAIR - TRAPEZOID
Room Layout Setup: Customize Setup 1 UC - MICROPHONE - W/M - DENMAN
Instructions: Must provide customer with trunk diagram for room setup. 1 UC - PODIUM - DENMAN
1 UC - PROJECTOR - DENMAN
Customer must provide their own laptop.
1 UC - RESOURCES
*MAYAN WILL PROVIDE LATE LUNCH AT 1:30 PM.
*HELP SMITHS LOADED.
3 UC - TABLE - 6' X 8' RED W/TE LITE
*1 TABLE IN FRONT OF ROOM FOR SPEAKERS
*2 TABLES IN BACK OF ROOM FOR FOOD.
18 UC - TABLE - RP ROUND
(18 FOLDING WITH 8) CHAIRS AT EACH TABLE
3 UC - TRASHCAN
1 UC - VCR AND DVD COMBO (BY ITSELF)

Requirement(s)

No Requirements Assigned

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Header: UC_ConfirmationRequest Event Lead Method: 3070006: 4:00PM

Always review your event reservation for accuracy and email your events manager at EMCSevents@utsa.edu.



Helpful Tips:

- Space reservations are each assigned a Reservation Reference number (#2012-AAAA). This will be used to reference all communication of that particular event with event host/event manager.
- All email correspondence will be sent to the address provided in your request. Please ensure the email address you provide is correct.
- Event Status:
 - **TENTATIVE:** When an event is tentative, it is in the scheduling system awaiting final approval. Event hosts need to review all items on the reservation, make changes, additions, deletions, or any other corrections and submit all forms and requirements before the reservation is forwarded for processing and confirmed.
 - **CONFIRMED:** It is important to check the reservation booking for accuracy and exact dates, times, resources and locations. This is based on form completion and deadlines. When the event is confirmed, it means you have reviewed for accuracy and made all necessary changes, and you are satisfied with all event details.
 - **CANCELLED:** An event is cancelled when...
 - It is requested to have the event cancelled (you will receive an electronic confirmation of cancellation).
 - The requestor has been placed on probation due to a university violation.
 - The organization owes the University money.
 - The requestor has not submitted all requirements by the deadlines provided.
 - The organization has not met Board of Regents' Rules and Regulations or University policies and procedures for event usage.