Student Recital/Rehearsal Request Manual

The following is a manual on how to request student recitals/rehearsals.

Note: You will still need to fill out a performance setup form here, and turn in to Lee Bledsoe. For video recording/broadcasting, you will need to fill out a video request form here.

Step 1: Log into Virtual EMS

Log into the TTU Event Management System at https://emsweb.tntech.edu/VirtualEms using the same username and password you use to log into TTU computers.

Note: This must be done from on campus, and a Laptop/Desktop client is recommended.

Step 2: Choose Reservation Template

Under *Reservations* choose the *Music Student Recital/Rehearsal Request*.

If you do not see this option, please email Michelle O'Neil at moneil@tntech.edu to request access.
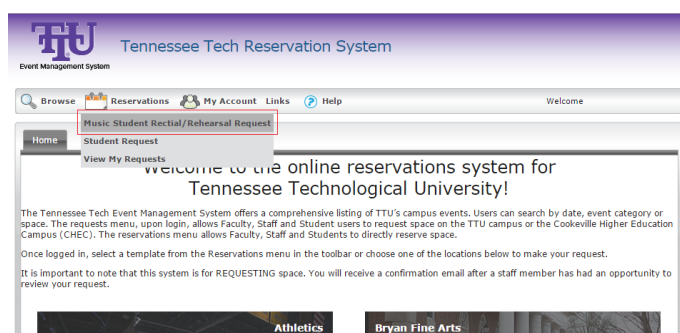
Step 3: Chose a Date and Time

If you have not decided on a date for your concert, click the Bryan Fine Arts picture and choose *Monthly Calendar View* to show a list of public events.

Events cannot be held when the University is closed. This includes breaks and holidays.

Dept. Approved Concert Times

Weekdays:	7:30pm, 9:00pm
Weekends:	12:00pm, 1:30pm, 3:00pm, 4:30pm, 6:00pm, 7:30pm, 9:00pm

Concerts last 1 hour. For example, enter 7:30 PM – 8:30 PM.

For Attendance, enter the estimated number of people attending the concert. This is used to determine if the Recital Hall is a viable venue for the event. If you are not sure, enter 1.

Choose a setup type to filter which space can accommodate the event. Your performance setup form will contain a more detailed description of your setup. Setup Type will be:

- *Rehearsal* – For rehearsals, recording sessions, and warmups.

- *Recital* – Solo, joint, and studio recitals. Setup consists of a piano, a stand, and a chair.
- *Small Ensemble* – Small ensembles such as trios, quartets, etc.
- *Large Ensemble/Concert* – Larger ensembles such as concert band, symphony band, orchestra, etc.

Click *Find Space* to view a list of available rooms at the provided date and time.

Step 4: Choose a location.

If you do not see the time you selected, use the green arrows in the upper right of the window to change the times shown.

For most events, this will be *AUD – Auditorium*. If the Auditorium is not available, the Recital Hall is an alternative option, but it is not recommended to hold two performances at the same time.

Hover your mouse over a blue bar to show details on the event. Note: this will only work if the event is marked public or internal. (See the *Private, Public, or Internal Event* section below)

Click a green Plus symbol to add a room to the request.

Step 5: Enter Performance Details

The event name is the name of the performance, including the name of the performer and the instrument. Below are three examples:
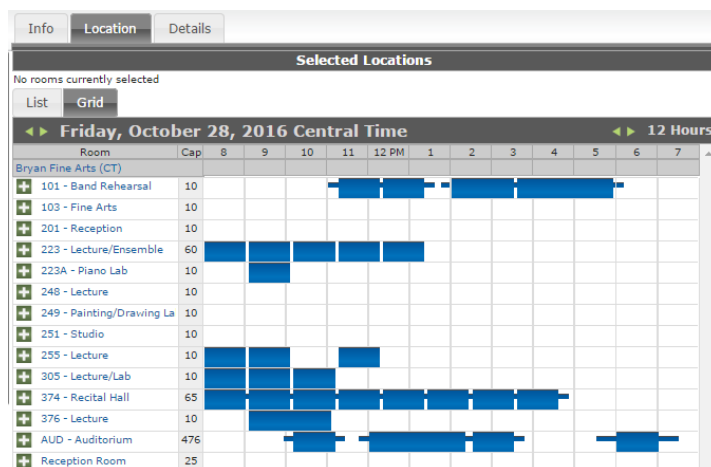
Junior Recital: John Smith, Saxophone
Senior Recital: John Smith, Saxophone
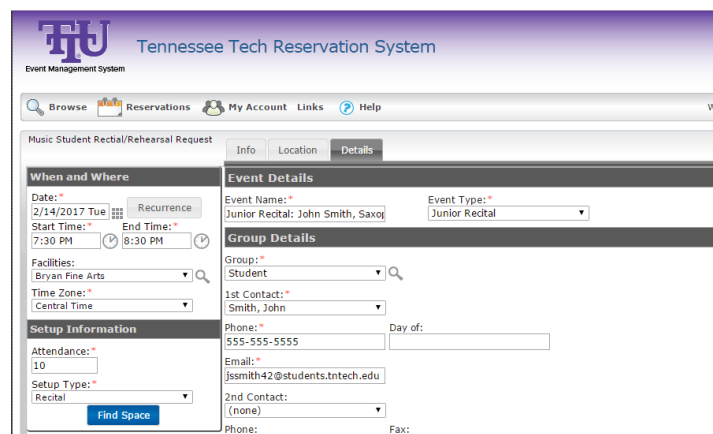*Concert: Name of Ensemble*

Event Type: Choose *Rehearsal, Junior Recital*, *Senior Recital,* or *Concert*.

For the first contact, select the *Music* group, and *Patricia Huddleston*.

For the second contact, enter your information or that of your studio's professor. For student contact info, choose the *Student* group, and select your name from the *1ˢᵗ Contact* list. For a faculty contact, select *Music* and select your professor from the list.

Other Information

Private, Public, or Internal Event: Concerts and recitals are public events, rehearsals are internal. This controls what is shown on the public university calendar. Public events are automatically imported into the university Master Calendar. Events that are marked Public or Internal can also be viewed by students and faculty logged in through Virtual EMS.

Event Details: A quick blurb about the concert. This will be shown on the public university calendar, so please use correct grammar and spelling.

Guest Parking: Enter an estimate for the number of parking spots required for the event. This includes both patrons and guest performers.

Additional Notes for Space approver: Use this field to specify any required setup, tear-down, or rehearsal time before or after the recital/concert.

Step 6: Submit

When the event is submitted, it will be sent for approval. Check your account regularly to monitor for any changes. You should receive an email once your request is approved or further action is needed.

Note: If you do not select a department-approved time, your performance will be moved and resized to match to the closest approved time slot.
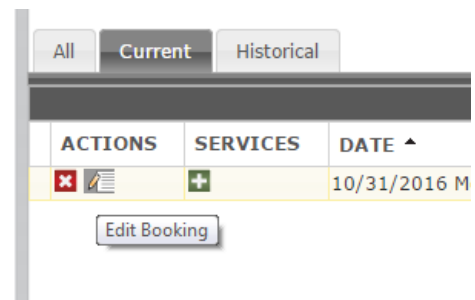
Modifying a Request

If you need to make changes to a request, you can edit a previous submission from Virtual EMS. Click on *Reservations -> View My Requests.*
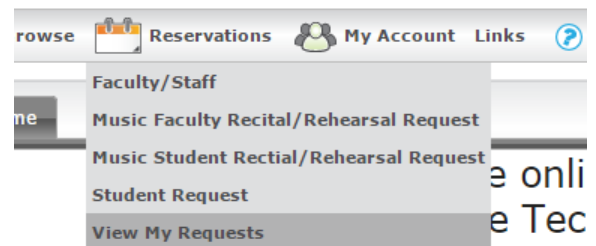
After clicking on the desired request, you can then click the Edit icon next to the booking. If you would like to cancel a request or event, click the red icon.

After re-submitting an already-approved request, the event will again be marked as Pending and must be approved.