

# Faculty Recital/Rehearsal Request Manual

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

Note: You will still need to fill out a performance setup form [here](#). For video recording/broadcasting, you will need to fill out a video request form [here](#). These need to be submitted at least two weeks in advance.

## Step 1: Log into Virtual EMS

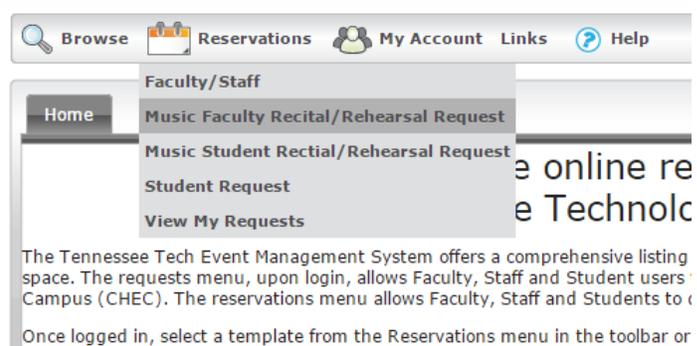
Log into the TTU Event Management System at <https://emsweb.tntech.edu/VirtualEms> using the same username and password you use to log into TTU computers.

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 Faculty Recital/Rehearsal Request*.

If you do not see this option, please email Michelle O'Neil at [moneil@tntech.edu](mailto: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 on the EMS home screen, 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.

Setup Type will be either *Rehearsal*, *Recital*, *Concert*, *Small Ensemble*, or *Large Ensemble*. This is also used to determine if the recital hall is a viable venue, as it cannot accommodate larger ensembles.

 A screenshot of the 'Music Student Recital/Rehearsal Request' form. The form is divided into sections: 'When and Where' and 'Setup Information'. 
   
 Under 'When and Where':
 

- Date: 9/5/2016 Mon
- Start Time: 8:00 AM
- End Time: 11:00 PM
- Facilities: Bryan Fine Arts
- Time Zone: Central Time

 Under 'Setup Information':
 

- Attendance: 0
- Setup Type: Rehearsal

 A 'Find Space' button is at the bottom. To the right of the form, there are informational notes:
 

- \*\* Copies of marketing materials need to be provided to advertising the event.\*\*
- Determination of security and insurance requirements will be...
- Certificate of Insurance may be required.
- Reservations for use of facilities are confirmed when the app...
- By submitting this request, I acknowledge I have ha...

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 due to recording restrictions 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)

| Room                      | Cap | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------------|-----|---|---|----|----|-------|---|---|---|---|---|---|---|
| 101 - Band Rehearsal      | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 103 - Fine Arts           | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 201 - Reception           | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 223 - Lecture/Ensemble    | 60  |   |   |    |    |       |   |   |   |   |   |   |   |
| 223A - Piano Lab          | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 248 - Lecture             | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 249 - Painting/Drawing La | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 251 - Studio              | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 255 - Lecture             | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 305 - Lecture/Lab         | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| 374 - Recital Hall        | 65  |   |   |    |    |       |   |   |   |   |   |   |   |
| 376 - Lecture             | 10  |   |   |    |    |       |   |   |   |   |   |   |   |
| AUD - Auditorium          | 476 |   |   |    |    |       |   |   |   |   |   |   |   |
| Reception Room            | 25  |   |   |    |    |       |   |   |   |   |   |   |   |

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. Please use the formats provided below:

*Faculty Recital: Name, Instrument*

*Guest Artist: Name of Group, instrument or performance medium*

*Concert: Name of Ensemble*

For event type, choose *Faculty Recital* if it is a solo or joint faculty performance. For larger ensembles or studio recitals, choose *Concert*.

If the event involves a guest artist, choose *Guest Artist* as the event type.

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

**Event Details**

Event Name: \*  
Faculty Recital: Lee Bledsoe, Aut

Event Type: \*  
Faculty Recital

**Group Details**

Group: \*  
Music

1st Contact: \*  
Bledsoe, Earle Lee

Phone: \*  
931-372-6090

Email: \*  
LeeBledsoe@tntech.edu

2nd Contact:  
(none)

Phone:

Email:

Choose *Music* as the group, and select YOUR contact information 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 if 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*.

**Other Information**

Private, Public or Internal Event?:\*  
 Internal Event-show on EMS, not Master Calendar

Event Details:

Are individuals outside TTU attending event?:\*  
 Yes

If Yes, who?:\*  
 People attending the concert. (Hopefully)

Faculty: \*  
 Yes

Is this a normal educational activity or University sponsored meeting?:\*  
 Yes

Admission/registration Fee?:\*  
 No

Amount \$: \*  
 0

Will minors be attending this event?:\*  
 No

If Yes, describe the nature of the event, if NO, indicate NONE below: \*  
 NONE

Amplification Requested: \*  
 Yes

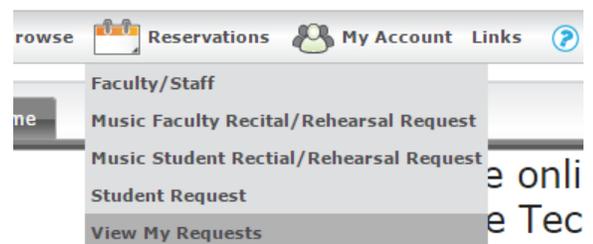
Food Service: (TTU Dining Services has exclusive catering rights over \$ 150.00. See Terms and Conditions.):\*  
 No

Will attendees require WiFi Access?:\*  
 No

Do you require Guest Parking?:\*  
 Yes

How many Guest Parking is needed?:\*  
 50

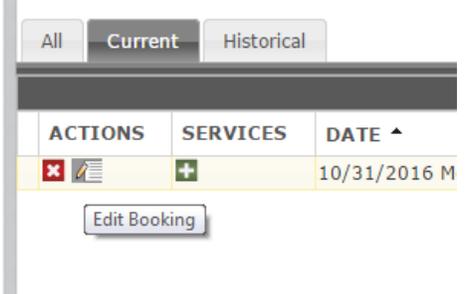
Additional Notes for Space approver: \*  
 Need 30 minutes before the concert for warm-up.



ennessee Tech Event Management System offers a comprehensive. The requests menu, upon login, allows Faculty, Staff and Student

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.



| All Current Historical  |   |              |
|---|---|--------------|
| ACTIONS   | SERVICES  | DATE ^       |
|   |  | 10/31/2016 M |

[Edit Booking](#)