

EMS Glossary

STATUS:

Cancelled: Event has been cancelled.

Confirmed: Event has been processed and confirmed. View the event for confirmed date, time and location.

CSI Declined: CSI has reviewed the event and deemed it inappropriate or otherwise unable to be processed.

CSI Reviewed: CSI has reviewed the event and deemed it permissible for processing. This does not indicate event confirmation.

In Progress: Processing has begun on the request.

Pending: Request has been submitted, but not processed or reviewed.

EVENT TYPE:

Bake Sale: Event where homemade baked goods/candies are sold. Foods requiring heating or cooling (i.e. refrigeration/freezing) are not permitted. All products at bake sales must be room temperature. Bake sales are permitted in Partridge, Dickson and University Hall only.

Banquet: Event where food is served, usually seating at round tables.

Class: Event that carries out an instructional component.

Conference: Event where multiple locations may be requested.

Information Table: Table in a lobby for distributing information or collecting donations, sign ups or information.

Lecture: Event where there is a featured speaker(s).

Meeting: One time or occasional meeting. Not a weekly meeting.

Party: Party dates are predetermined and distributed via lottery. Cannot be requested.

Reception: Event where food is served, usually an informal gathering.

Special Event: One time event (i.e. Fashion show, pageant, concert, comedy show, movie night, etc.)

Training: Event where experiential learning occurs.

VIP Event: Board of Trustees, Office of the President events. Does not apply to student organizations.

Weekly Meeting: Meeting of an organization that occurs on the same day, at the same time, in the same location for the duration of the semester

Workshop: Event where a specific agenda or topic is addressed through group participation and contribution.

EVENT SETUP:

Banquet Style: Round and/or rectangular tables with chairs

Cafeteria Style: Student Center Cafeteria as is.

Classroom Style: Any classroom as is.

Conference Style: Large rectangular table with chairs around it. In SC rooms 415, 416, 418, conference style is the standard or 'as is' setup.

Custom: Custom room setup. Must be clearly described in setup instructions.

Lounge: 3rd floor or SC 104 as is.

Theater Style: Rows of chairs facing one direction.

MEDIA EQUIPMENT: (Available only in Student Center)

Blackboard: Portable Chalkboard

Easel: Stand to hold posters or easel pads. Easel pads must also be requested.

Easel – Pad: Large paper to be used with easel. Easel must also be requested. Must provide your own markers.

Extension Cord

Karaoke Machine: Karaoke machine and karaoke cd's. Must request microphones and PA system.

Marquee Stand: Informational and/or directional stand.

Microphone

Microphone Cord

Microphone Stand - Standing

Microphone Stand - Table Top

PA System: Portable sound system.

PA System Stand: Stands for PA system speakers.

Projector Screen: Permanent screens are available in SC Ballroom A, 417, 419, 104, and SC Annex Classrooms. All other locations, request a portable screen.

Surge Protector

Whiteboard: For use with dry erase markers only. Permanent whiteboards are available in SC 411 and 419. All other locations, request a portable whiteboard. Must provide your own markers.

FURNITURE: (Available only in Student Center)

Chair- SC 126 & Mall: Indicate number of chairs to be set up in SC 126 or SC Mall.

Chair - 4th Floor: Indicate number of chairs for SC 411-414, 417, 419

Chair – Ballroom: Indicate number of chairs to be set up in SC Ballrooms

Coat Rack

Podium - Standing, Emblem: Full size podium with Montclair State University seal on the front.

Podium - Standing, Plain

Podium - Table Top

Riser - 16"

Riser - 24": Indoor use only.

Table - Lobby

Table – Picnic: SC Patio tables

Table - Rectangular 5'

Table - Rectangular 6'

Table - Rectangular 8'

Table - Round 60": Seating for 8 per table

OTHER:

First Booking: First and/or only date confirmed for event.

Last Booking: Last and/or only date confirmed for event.

FAQ's:

Can we submit requests for the whole year?

No, the system will allow you to input the request, however they will be declined and not processed. The same time frame for event submissions will still apply.

Will this make the process faster?

Not necessarily. While it may make some requests go faster, all requests will still need to be reviewed and processed. The two week time frame will still apply. As before, requests for spaces outside of the Student Center may take longer.

How can we request multiple locations for the same event?

You will need to do a request for each individual location, and indicate setups for each individual room. However, you should request the "main" space first, with a note in the 'Description of Event' space indicating other rooms you will be requesting for the same event. For example, if you would like the SC Ballrooms and SC Dining Room, put in the request first for the Ballrooms, with a note indicating you would also like to reserve the Dining Room and then put in a separate request for the Dining Room.