

Belmont University Event Process Chart

Step 1: Scheduling an Event

The Belmont staff or faculty member requests an EMS WebApp account. Upon account approval, an EMS user can view event space availability, submit an event request, and provide initial event needs including an event timeline, desired room setup, AV needs, and billing information (FOAPAL).

Should a department be interested in hosting an event that is primarily intended for external attendees, a representative can submit a Waived and Reduced Rent Request to be reviewed by Senior Leadership.

Once the event request is approved, the client receives an event confirmation email from University Scheduling and is put in contact with an Event Manager. The FAQ page is available to clients for more details.

Step 2: Solidifying Event Details

The Event Manager becomes the primary point of contact for the client once the event is confirmed. The client will receive an estimate for approval from the Event Manager when applicable. Clients will communicate all event logistics to the Event Manager. An event layout drawing will be made and sent to the client for approval when applicable. The client will be in close contact with the Event Manager for day-of event support.

Step 3: Billing and Payment

After the event has occurred, the client will receive an invoice from a finance representative and verify account information is correct, allowing payment to be processed.

University Scheduling

- Approves EMS WebApp Accounts
- Approves EMS event requests or works with the client to troubleshoot spaces depending on availability and event needs.
- Informs client about campus and department policies
- Assists clients with waived and reduced rent process and informs them of determination by Senior Leadership

Event Manager

- Coordinate and advance setup details and audio/visual changes to reservations
- Prepare cost estimates when applicable
- Draft contracts when applicable
- Create event layout drawings
- Communicate all event logistics to operations staff
- Provides day-of event support
- Coordinates front of house staffing (House Managers/Ushers/Security/EMT's/Housekeeping/Parking)
- Facilitates event debrief

Business Operations & Finance

- Compile vendor, labor, and catering invoices to create final client invoice
- Send invoice to client
- Receive payments
- Reconcile accounts
- Manage Box Office and ticket operations (when applicable)



Office of Strategic Venues
& Event Services