

EVENT PLANNING AND CONFERENCE SERVICES

INTRODUCTION TO EVENT PLANNING AT UMBC

Event Planning & Conference Services is a comprehensive stop for all event planning needs. Our department provides the following:

Reservations for all non-academic events on campus can be made using the R25 Webviewer system.

To make a reservation:

1. Point your browser to <http://www.umbc.edu/r25>
2. Click on the link that says 'My Requests'
3. All student organizations use:
Username: event
Password: management
4. Fill in all appropriate information making *absolutely* sure to include:
 - Your contact information (name, e-mail, and phone number)
 - Your organizations chartstring (this can be obtained from Student Affairs Business Services Center in Commons 334, *example* 1113-10592-051-CV990449).

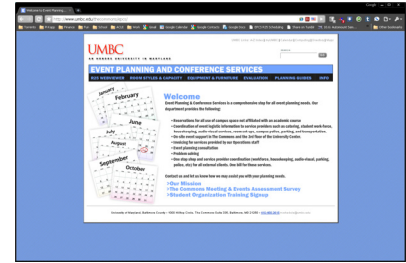
For larger scale events we utilize an event management software called *Basecamp*. Once the reservation for the event is processed into a tentative confirmation, we will provide your organization representative with a Basecamp login. At this point, the student organization will be responsible for scheduling an appointment to meet with the event management staff.

Appointments can be made by calling (410) 455-3615 or visiting the EPCS office in Commons 335. *Same day appointments can not be guaranteed.*

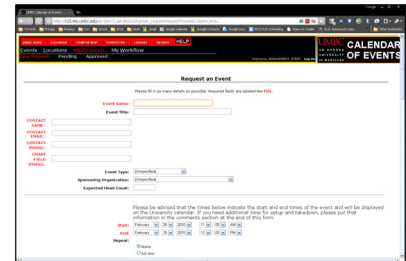
Once the student group has met with the event management staff, the information for the event will be uploaded to Basecamp. This will serve as the central communication point for all things related to the event including Tickets, Housekeeping, Security, Finances, etc. It also provides a structured timeline to staff members and student organization representatives of when certain tasks are due.

For more information about Basecamp, or any other questions about Event Planning and Conference Services, please feel free to visit our website at <http://epcs.umbc.edu>, call us at (410) 455-3615 or visit our office in Commons 335 (see below). We will be happy to answer any questions about planning an event on campus!

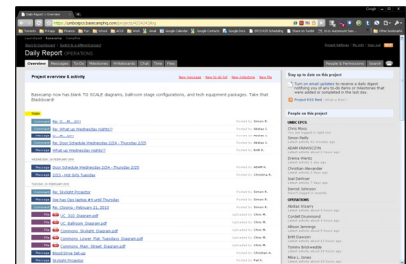
-EPCS Staff-



<http://epcs.umbc.edu>
EPCS homepage



<http://www.umbc.edu/r25>
R25 Webviewer Request Form



<http://umbcepcs.basecampHQ.com>
Basecamp Project Management

