

Space Reservation Guide

Step 1: Visit Virtual EMS Reservation

Enter the following address into your search engine:

vems.memphis.edu

Students, please note you must be enrolled in classes for the current or upcoming semester to access the space reservation site. Music, Theatre, and Dance faculty will have full access to space reservation sites. Access to this site will require Duo Single Sign In verification.

Step 2A: Select School of Music Students Selections

Click "Book Now" to the right of the SOM Students Selections to proceed to the next step.

The screenshot shows the Virtual EMS website interface. At the top, there is a header with the EMS logo and 'Virtual EMS' text, and a user profile icon with the name 'Robinson, Ma'. Below the header is a navigation menu with links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and PEOPLE. The main content area is titled 'My Reservation Templates' and contains two sections: 'RSO Selections' and 'School of Music Students Selections'. Each section has a 'book now' button and an 'about' link. Below these sections is a 'My Bookings' section with a date selector set to 'JULY 21, 2026' and a 'SEARCH' button. The date selector has tabs for 'Day', 'Month', and 'Date'. To the right of the date selector is a 'Central Time [CT]' label and buttons for 'Previous', 'Today', and 'Next'. The 'My Bookings' section displays a message: 'There are no bookings for July 21, 2026'.

Step 2B: Select Book Now

Click "Book Now" to the right of the SOM Students Selections to proceed to the next step.

Faculty and Staff should select the "Faculty Staff Selections 'Book Now'" button.



My Reservation Templates

RSO Selections

book now

about

School of Music Students Selections

book now

about

Step 3: Select Date and Time

As you begin your event booking, begin by selecting the Date and Time for your event.

EMS

Create A Reservation

?

Robinson, Max

School of Music Students Selections

My Cart (0)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

New Booking for Thu Jul 23, 2026

Next Step

Date & Time

Date *

Thu 07/23/2026

Recurrence

Start Time *

7:00 AM

End Time *

8:00 PM

Create booking in this time zone

Central Time

Locations

(all)

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Step 4: Select Location

Staying on the same page, Search for a room either in the Music Building or in the SFPAC. Please note that each room has varying Setup Types that you can also make a selection of to specifically meet the needs of your events.

You can view room availability in both a List and Schedule format. Image 3 indicates room availability from the List perspective.

Let Me Search For A Room

Setup Types

Add/Remove

(no preference)

Room Types

Add/Remove

(all)

Features

Add/Remove

Number of People

1

Search

I Know What Room I Want

Locations

BUILDINGS

VIEWS

Find locations

Q

☐ Select All Buildings

☐ Music Building

☐ Scheidt Family Performing Arts Center

Selected Locations

Update Locations

Close

New Booking for Mon Jul 27, 2026

Next Step

Date & Time

Date *

Start Time *

12:00 PM

End Time *

4:00 PM

Create booking in this time zone

Central Time

Locations

(all)

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms

Your selected Rooms will appear here.

Create A Reservation

Robinson, Max

LIST

SCHEDULE

☐ Favorite Rooms only.

Find A Room

Search

Room	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request						
+ MU 006 (DC)	Music Building	(none)	CT	150		
+ MU 008 (DC)	Music Building	(none)	CT	80		
+ MU 101 (GP)	Music Building	(none)	CT	25		
+ MU 103 (GP)	Music Building	(none)	CT	25		
+ MU 107 (GP)	Music Building	(none)	CT	25		
+ MU 109 (GP)	Music Building	(none)	CT	25		
+ MU 113 (DC)	Music Building	(none)	CT	49		
+ MU 201 (DC)	Music Building	(none)	CT	18		
+ MU 280 (DC)	Music Building	(none)	CT	5		
+ MU 284 (DC)	Music Building	(none)	CT	5		
+ SFPAC 1215 (DC)	Scheidt Family Performing Arts Center	(none)	CT	89		
+ SFPAC 2113 (DC)	Scheidt Family Performing Arts Center	(none)	CT	151		

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

Setup Type *

Add Room

Cancel

✕ School of Music Students Selections ⓘ

🛒 My Cart (1)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

New Booking for Mon Jul 27, 2026

Next Step

Date & Time

Selected Rooms  Attendance & Setup Type

Date *

Mon 07/27/2026



Recurrence



MU 107 (GP)

Room Search Results

Start Time *

End Time *

LIST

SCHEDULE

Step 4A: Enter Contact and Event Details

You must select "UofM School of Music" as the Client and First Contact must be "(Temporary Contact)". From here, you add YOUR contact information.

School of Music Students Selections

1 Rooms2 Services3 Reservation Details

My Cart (1)Create Reservation

Reservation Details

Event Details

Event Name *

Example Booking

Event Type *

Meeting

Client Details

Client *

UofM Theatre and Dance

1st Contact

UofM Theatre and Dance

1st Contact Phone *

999-999-9999

1st Contact Fax

1st Contact Email Address *

exampleemail@memphis.edu

Clients you can book for

Client name starts with

Client	Client Type	Cit
Opera America, Inc	Non-Profit	Ne

Help

Client Details

If this is your first time to enter an event, you will need to pull up your client name. Click on the magnifying glass to look up. All University of Memphis departments/organizations will begin with "uofm" to search and at least first part of your Org name. Scroll down to find your Organization. Ex: if you put in "uofm Alum" it will search for any that begin with that string

If you are not finding your Group, you will have to get out of this RESERVATION and go to BROWSE. Locate a Group by searching for your group name contained within. That will show you actually how your group is listed.

CONTACTS: if you find errors in the Contacts listing, please inform scheduling@memphis.edu with any updates.

Please supply Name of Contact, their phone number, and email address.

OK

Step 5: Select Reservation Details

Not every reservation will have the same needs, so please select each answer in the required fields that best match the needs of your event.

School of Music Students Selections

1 Rooms2 Services3 Reservation Details

My Cart (2)Create Reservation

Reservation Details

Event Details

Event Name *
Example Booking

Event Type *
Meeting

Client Details

Client *
UofM Theatre and Dance

1st Contact
UofM Theatre and Dance

1st Contact Phone *
905-810-4855

1st Contact Email Address *
example@uofmstudentselections.edu

1st Contact Fax

2nd Contact
UofM Theatre and Dance

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

Additional Information

Please describe your event below. *

Example Booking

Will you be charging admission/registration for your event? If checking yes, a reduced rate for fees will apply. *

No

Is your event open to the public? *

No

Does your event or meeting have an off-campus speaker? If yes, please list in the Off Campus Speaker Name box. *

Add/Remove

Please list the name(s) of the off campus speaker for the event. *

None

Do you have any VIPs attending your meeting or event? *

None

Will there be anyone under the age of 18 attending the event? If checking yes, please visit www.memphis.edu/admission/youth for guidelines. *

No

What type of catering will you have at the event? If checking other exception, please email dining@memphis.edu for the form. *

No Food Planned

Will you submit a form requesting permission for alcohol to be served at this event? If checking yes, please contact bccr@memphis.edu. *

No

Would you like permission for vendors to sell non-UofM related merchandise? All UofM merchandise must be sold by https://memphis.broullaga.com. *

No

Please indicate whether this event is to be posted to the Master Calendar. *

No

Billing Information

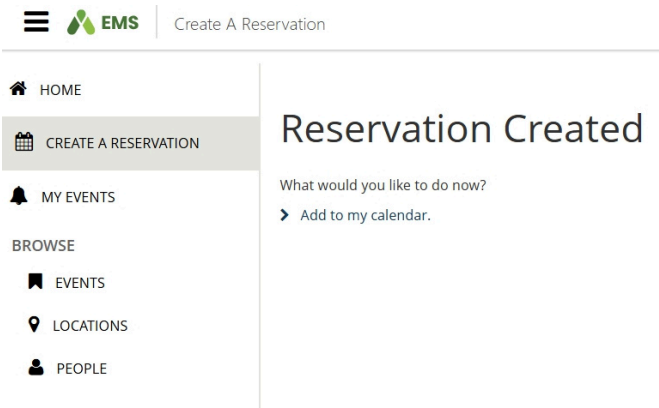
Chart of Accounts

Go Back

Create Reservation

Step 6: Reservation Confirmation

Your reservation has been successfully created and submitted with a confirmation sent to your email!



Step 7: Reservation Review

Your reservation will be reviewed by the department scheduler and you will receive notification via email if your reservation is approved or denied.