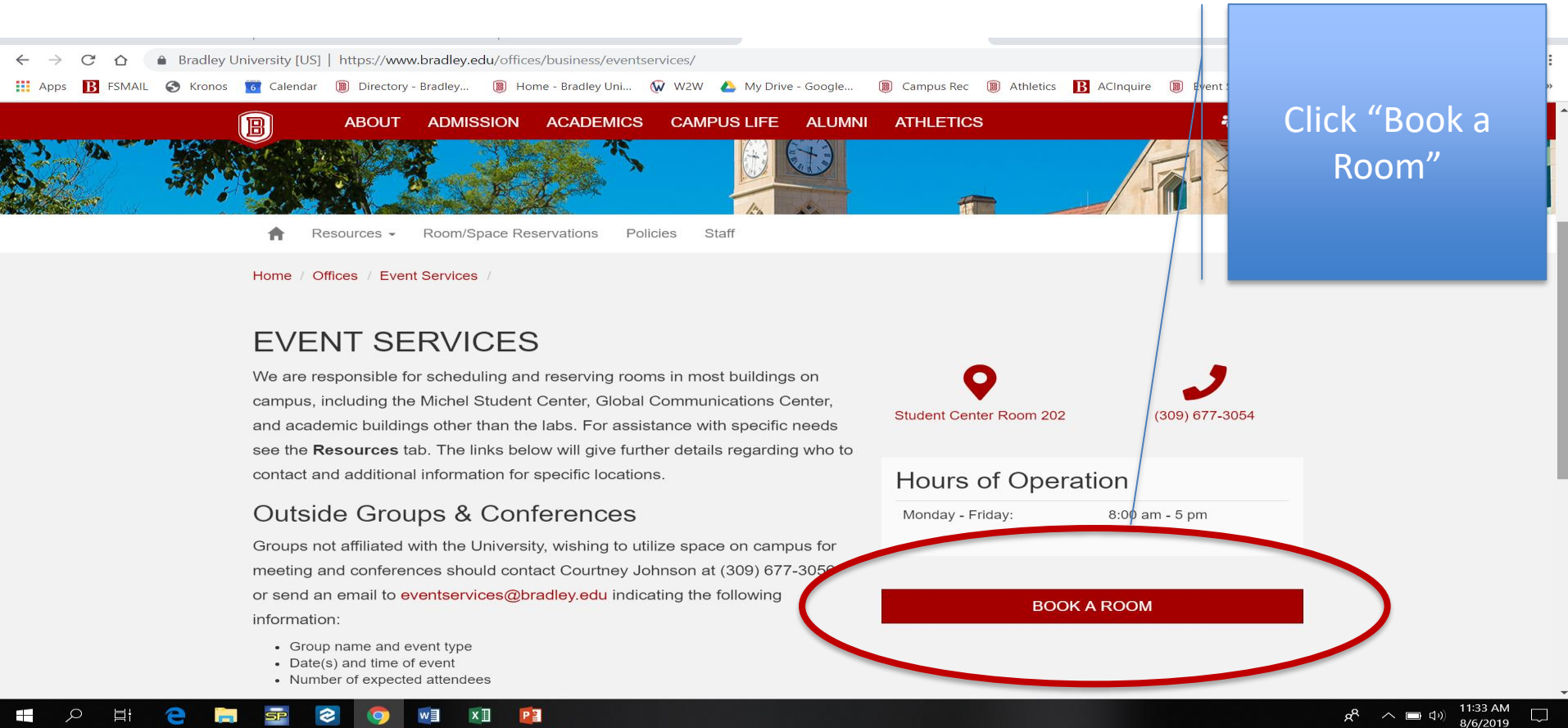




# How to use EMS



Bradley University [US] | https://www.bradley.edu/offices/business/eventservices/

Apps | FSMAIL | Kronos | Calendar | Directory - Bradley... | Home - Bradley Uni... | W2W | My Drive - Google... | Campus Rec | Athletics | ACInquire | Event

ABOUT | ADMISSION | ACADEMICS | CAMPUS LIFE | ALUMNI | ATHLETICS

Resources | Room/Space Reservations | Policies | Staff

Home / Offices / Event Services /

## EVENT SERVICES

We are responsible for scheduling and reserving rooms in most buildings on campus, including the Michel Student Center, Global Communications Center, and academic buildings other than the labs. For assistance with specific needs see the **Resources** tab. The links below will give further details regarding who to contact and additional information for specific locations.

**Outside Groups & Conferences**

Groups not affiliated with the University, wishing to utilize space on campus for meeting and conferences should contact Courtney Johnson at (309) 677-3056 or send an email to [eventservices@bradley.edu](mailto:eventservices@bradley.edu) indicating the following information:

- Group name and event type
- Date(s) and time of event
- Number of expected attendees

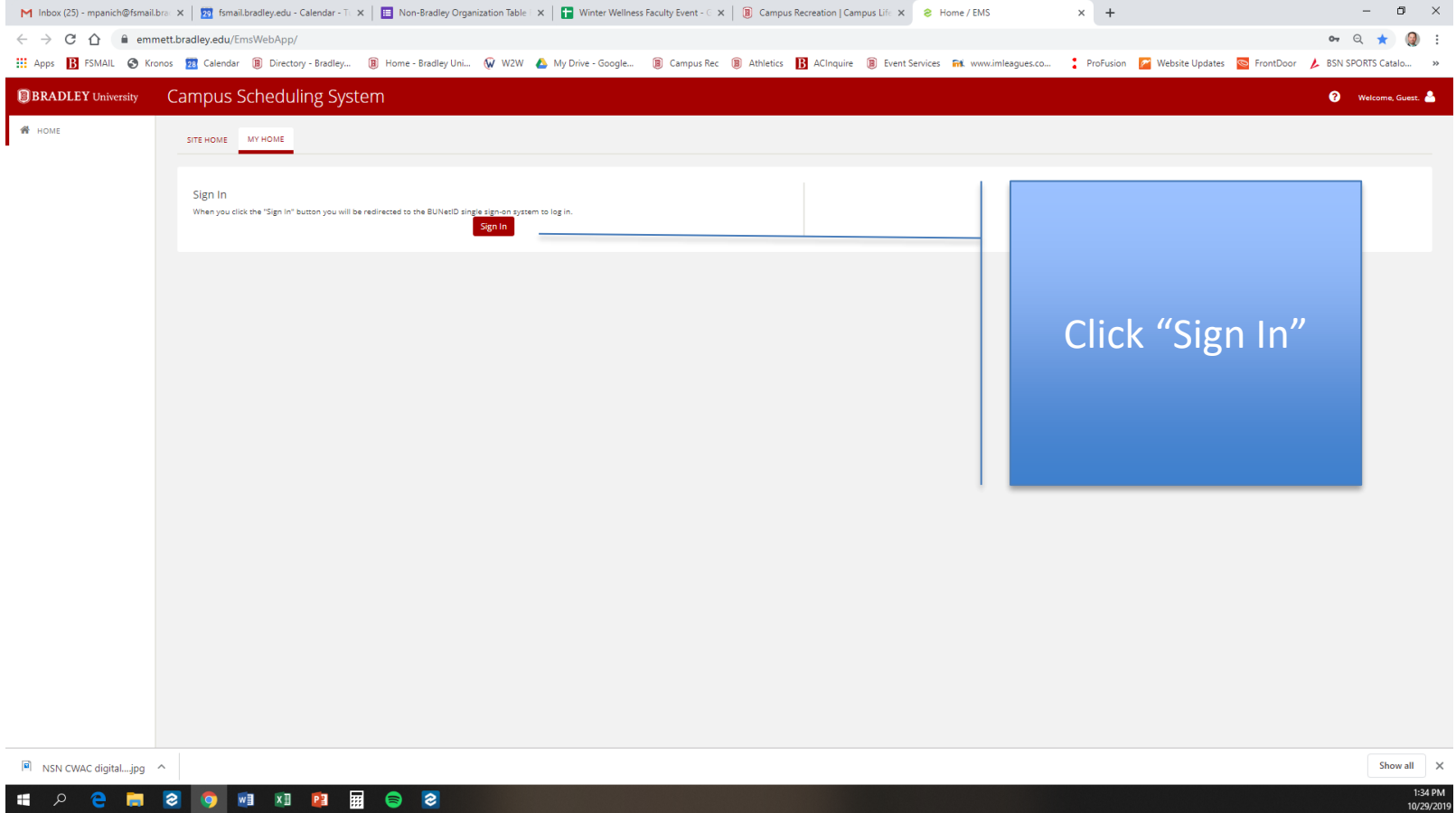
Student Center Room 202 (309) 677-3054

### Hours of Operation

Monday - Friday: 8:00 am - 5 pm

**BOOK A ROOM**

Click "Book a Room"



Inbox (25) - mpanich@fsmail.bro... | fsmail.bradley.edu - Calendar - T... | Non-Bradley Organization Table... | Winter Wellness Faculty Event - C... | Campus Recreation | Campus Lif... | Home / EMS

emmett.bradley.edu/EmsWebApp/

Apps | FSMAIL | Kronos | Calendar | Directory - Bradley... | Home - Bradley Uni... | W2W | My Drive - Google... | Campus Rec | Athletics | ACInquire | Event Services | www.imleagues.co... | ProFusion | Website Updates | FrontDoor | BSN SPORTS Catalo...

BRADLEY University Campus Scheduling System Welcome, Guest.

HOME

SITE HOME MY HOME

Sign In  
When you click the "Sign In" button you will be redirected to the BUNetID single sign-on system to log in.

Sign In

Click "Sign In"

NSN CWAC digital...jpg

Show all

1:34 PM  
10/29/2019

 **BRADLEY** University

Username

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

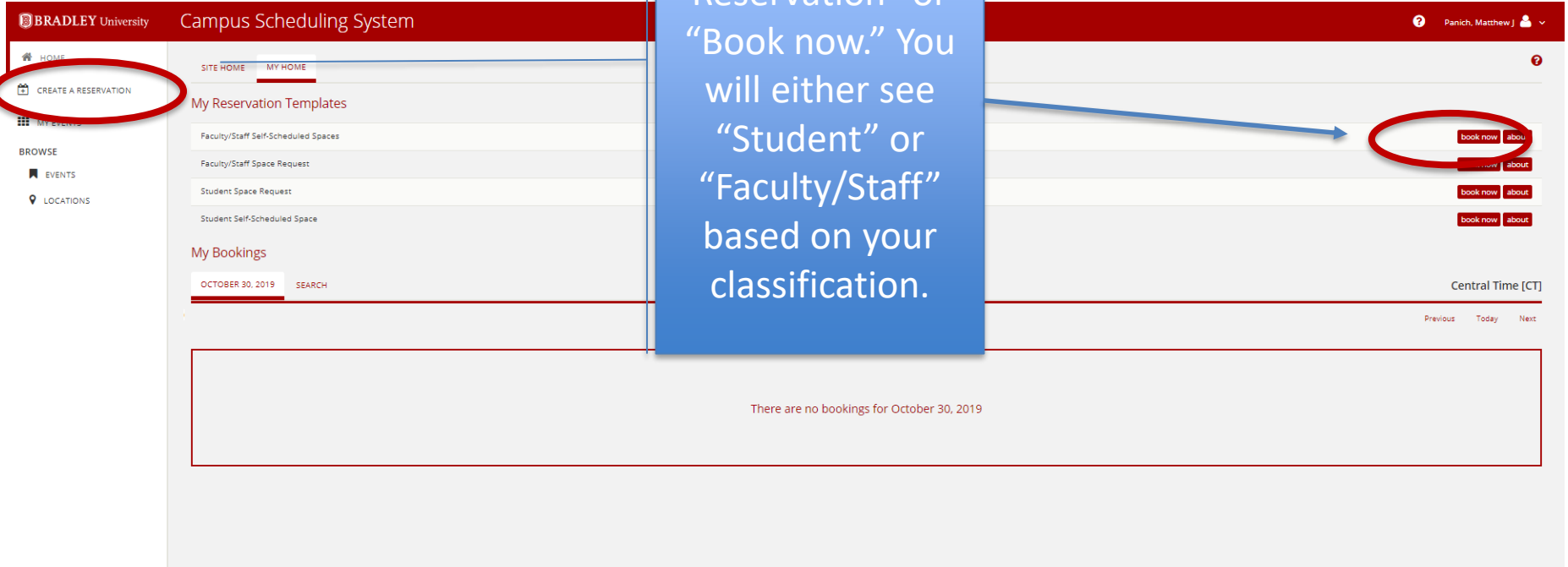
- [Forgot your password?](#)
- [Need Help?](#)

Enter your  
Bradley  
credentials and  
click "Log in"



**BRADLEY**  
University

“Create a Reservation” or “Book now.” You will either see “Student” or “Faculty/Staff” based on your classification.



BRADLEY University Campus Scheduling System

HOME

CREATE A RESERVATION

MY RESERVATIONS

BROWSE

EVENTS

LOCATIONS

SITE HOME MY HOME

My Reservation Templates

- Faculty/Staff Self-Scheduled Spaces
- Faculty/Staff Space Request
- Student Space Request
- Student Self-Scheduled Space

My Bookings

OCTOBER 30, 2019 SEARCH

There are no bookings for October 30, 2019

book now about

book now about

book now about

Central Time [CT]

Previous Today Next

Faculty/Staff Self-Scheduled Spaces

My Cart (0) Create Reservation

1 Rooms

2 Reservation Details

New Booking for Thu Oct 31, 2019

Next Step

Date &amp; Time

Selected Rooms

Date

Thu 10/31/2019



Recurrence

Start Time

12:30 PM



End Time

1:30 PM



Create booking in this time zone

Central Time

Locations

Add/Remove

(all)

Search

Let Me Search For A Room

Setup Types

(no preference)

Add/Remove

Number of People

1

Search

I Know What Room I Want

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

RESERVE THE TIME YOU ACTUALLY WANT THE SPACE.

- Do I need time for set up?
- Will I need time to tear down?
- Include the TOTAL time in your Request

BRADLEY University Room Request

Faculty/Staff Self-Scheduled Spaces

My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Sat Nov 2, 2019 Next Step

Date & Time

Date: Sat 11/02/2019 Recurrence

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today

Setup Types (no preference) Add/Remove

Number of People:  Search

[I Know What Room I Want](#)

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

**System defaults to 72 hours from the current time.**

**MUST PLAN AHEAD! You will not be able to reserve space less than 72 business hours in advance via the web.**

BRADLEY University Room Request Panich, Matthew J

Faculty/Staff Self-Scheduled Spaces My Cart (0) Create Reservation

**1 Rooms** | 2 Reservation Details

New Booking for Sat Nov 2, 2019 Next Step

**Date & Time**

Date: Sat 11/02/2019 Recurrence

Start Time: 12:30 PM End Time: 1:30 PM

Create booking in this time zone: Central Time Add/Remove

Locations: (all) Add/Remove

**Let Me Search For A Room**

Setup Types: (no preference) Add/Remove

Number of People:  Search

**I Know What Room I Want**

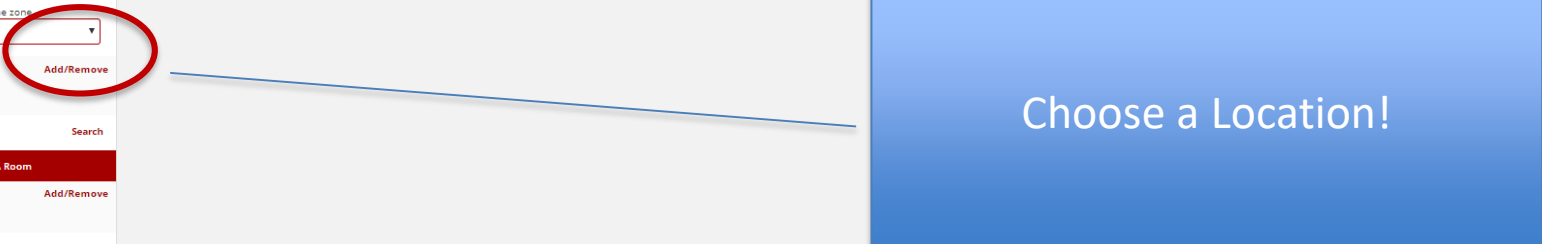
**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

Rooms matching your search criteria will appear here.

Choose a Location!





Check the specific building you are looking to request. You can choose multiple buildings if necessary and part of the same reservation

### Locations

**BUILDINGS**

  
 Select All Buildings  
 Bradley Hall  
 Campus Grounds  
 Constance Hall  
 David Markin Tennis Courts  
 Garrett Center  
 Global Communications Center  
 Markin Family Student Recreation Center

Selected Locations

BRADLEY University Room Request

Parich, Matthew J

My Cart (0) Create Reservation

Next Step

Locations (all) Add/Remove

Search

Let Me Search For A Room

Setup Types (no preference) Add/Remove

Number of People

Search

I Know What Room I Want

BRADLEY University Room Request
Panich, Matthew J

Faculty/Staff Space Request
My Cart (0) [Create Reservation](#)

1 Rooms
2 Services
3 Reservation Details

New Booking for Mon Nov 4, 2019 [Next Step](#)

**Date & Time**

Date:  [Recurrence](#)

Start Time:  End Time:

Create booking in this time zone:

Locations: [Add/Remove](#)  
Markin Family Student Recreation Center

[Search](#)

Let Me Search For A Room

Setup Types: [Add/Remove](#)  
(no preference)

Number of People:

[Search](#)

I Know What Room I Want

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

[LIST](#) [SCHEDULE](#)

Favorite Rooms only.  [Search](#)

	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
<b>Rooms You Can Reserve</b>																						
Markin Family Student ... Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
+ Racquetball Court 1	4																					Closed
+ Racquetball Court 2	4																					Closed
<b>Rooms You Can Request</b>																						
Markin Family Student ... Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
+ Lobby	20																					Closed
+ MAR 017	60																					Closed
+ MAR 020	30										Private	Private	Private	Private	Private							Closed
+ MAR 030	75																					Closed
+ MAR 201 (Group Fl...	50																					Closed
+ Outdoor Terrace	20																					Closed
+ Performance Court	300																					Closed
+ Pool	75																					Closed
+ Basketball Court.1	150																					Closed
+ Basketball Court.2	150																					Closed

BRADLEY University Room Request

Search: Panich, Matthew J

Date & Time  
Date: Mon 11/04/2019  
Recurrence  
Start Time: 9:30 PM  
End Time: 11:30 PM  
Create booking in this time zone: Central Time  
Locations: Markin Family Student Recreation Center  
Search  
Let Me Search For A Room  
Setup Types (no preference)  
Number of People: 1  
Search  
I Know What Room I Want

Selected Rooms  
Your selected Rooms will appear here.

Room Search Results  
LIST SCHEDULE  
Favorite Rooms only. Find A Room Search

	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
<b>Rooms You Can Reserve</b>																							
Markin Family Student ...	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Racquetball Court 1	4																						Closed
Racquetball Court 2	4																						Closed
<b>Rooms You Can Request</b>																							
Markin Family Student ...	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Lobby	20																						Closed
MAR 017	60																						Closed
MAR 020	30											Private	Private	Private	Private	Private							Closed
MAR 030	75																						Closed
MAR 201 (Group Fl...	50																						Closed
Outdoor Terrace	20																						Closed
Performance Court	300																						Closed
Pool	75																						Closed
Basketball Court 1	150																						Closed
Basketball Court 2	150																						Closed
Basketball Court 3	150																						Closed
MAC (Multi-Activi...	150																						Closed

Availability Legend

When trying to book a space outside of operating hours, the ability to choose that room/location is removed

Click on green button to add the room to your cart

Blocked off times mean the space is not available at that time.

**BRADLEY University Room Request**

Date: Mon 11/04/2019 | Recurrence

Start Time: 8:30 PM | End Time: 10:30 PM

Create booking in this time zone: Central Time

Locations: Markin Family Student Recreation Center

Search:

Let Me Search For A Room

Setup Types: (no preference)

Number of People:

I Know What Room I Want

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

LIST | **SCHEDULE**

Favorite Rooms only.

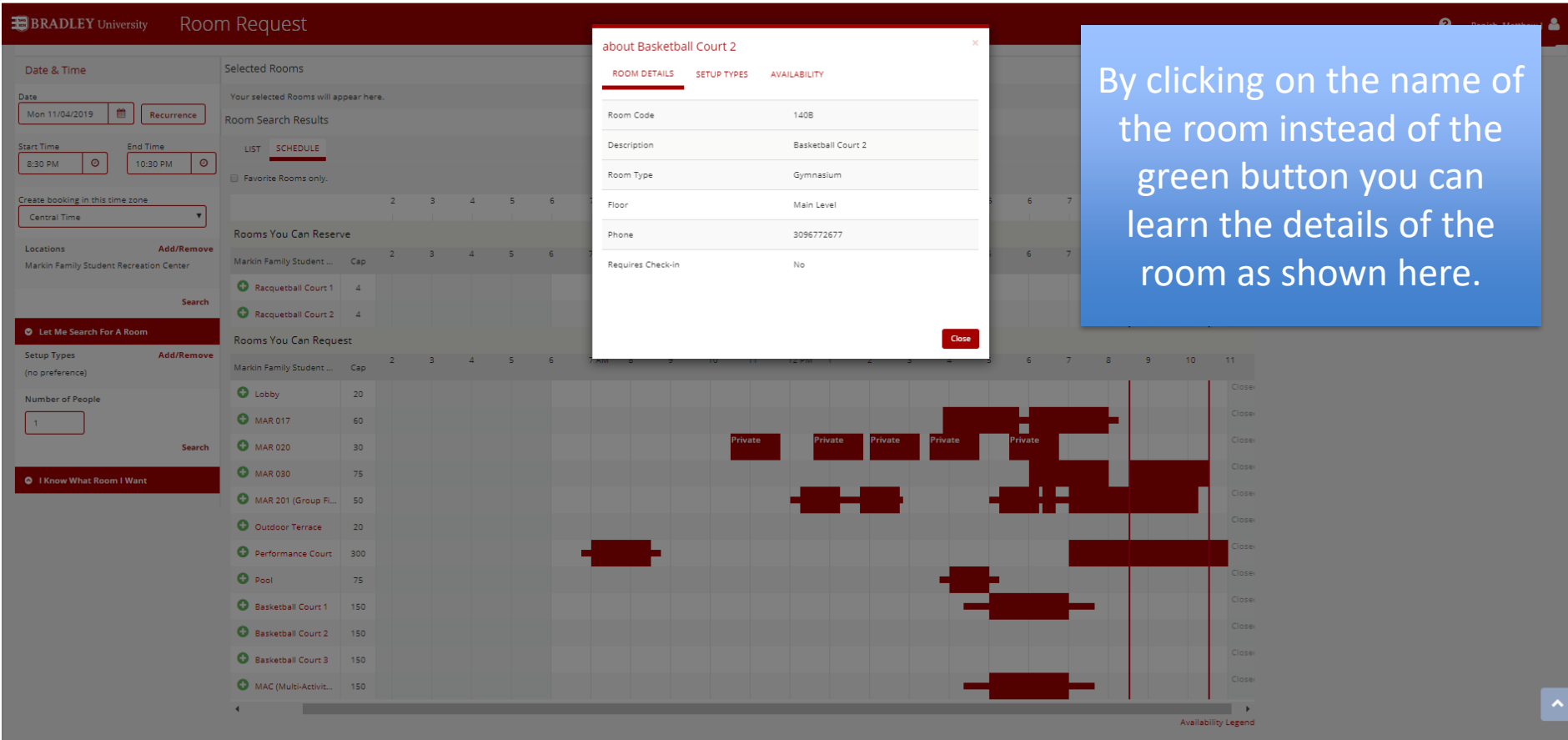
**Rooms You Can Reserve**

Room	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Markin Family Student... Cap																								
+ Racquetball Court 1	4																							
+ Racquetball Court 2	4																							

**Rooms You Can Request**

Room	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
+ Markin Family Student... Cap	20																							
+ MAR 017	60																							
+ MAR 020	30																							
+ MAR 030	75																							
+ MAR 201 (Group Fl...	50																							
+ Outdoor Terrace	20																							
+ Performance Court	300																							
+ Pool	75																							
+ Basketball Court 1	150																							
+ Basketball Court 2	150																							
+ Basketball Court 3	150																							
+ MAC (Multi-Activit...	150																							

Availability Legend





The screenshot displays the Bradley University Room Request interface. On the left, there are search filters for Date (Mon 11/04/2019), Start Time (8:30 PM), End Time (10:30 PM), and Number of People (1). The main area shows a calendar grid with room availability. A pop-up window titled "about Basketball Court 2" is open, displaying the following details:

about Basketball Court 2		
ROOM DETAILS	SETUP TYPES	AVAILABILITY
Room Code	140B	
Description	Basketball Court 2	
Room Type	Gymnasium	
Floor	Main Level	
Phone	3096772677	
Requires Check-in	No	

A blue callout box on the right states: "By clicking on the name of the room instead of the green button you can learn the details of the room as shown here."

BRADLEY University Room Request


Panich, Matthew J


**Date & Time**

Date:

Start Time:   End Time:

Create booking in this time zone:

Locations:

Let Me Search For A Room

Setup Types:

Number of People:

I Know What Room I Want

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

Favorite Rooms only.

Room	Cap	2	3	4	5	6
Markin Family Student ...	Cap					
+ Racquetball Court 1	4					
+ Racquetball Court 2	4					

**Rooms You Can Reserve**

Room	Cap	2	3	4	5	6
Markin Family Student ...	Cap					

**Rooms You Can Request**

Room	Cap	2	3	4	5	6	7	8	9	10	11
Markin Family Student ...	Cap										
+ Lobby	20										
+ MAR 017	60										
+ MAR 020	30						Private	Private	Private	Private	Private
+ MAR 030	75										
+ MAR 201 (Group Fl...	50										
+ Outdoor Terrace	20										
+ Performance Court	300										
+ Pool	75										
+ Basketball Court 1	150										
+ Basketball Court 2	150										
+ Basketball Court 3	150										
+ MAC (Multi-Activit...	150										

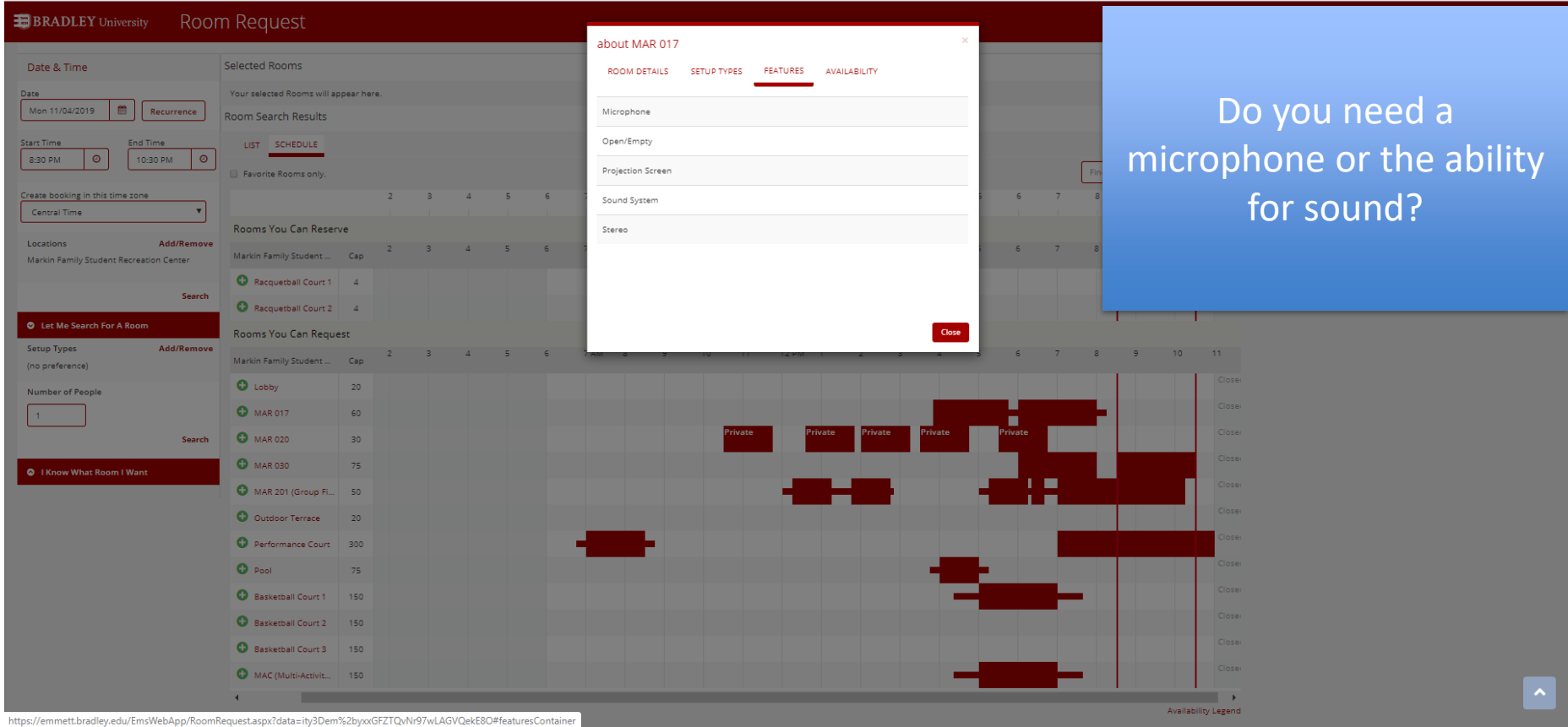
about MAR 030

ROOM DETAILS   **SETUP TYPES**   FEATURES   AVAILABILITY

Setup Type	Min Capacity	Max Capacity
Banquet Style	1	30
Custom Style	1	50
Lecture Style	1	75
Open/Empty (Default)	1	75

## What kind of setup can I request for this room?

Availability Legend



**Room Request**

**Date & Time**

Date: Mon 11/04/2019 [Recurrence]

Start Time: 8:30 PM [Clock] End Time: 10:30 PM [Clock]

Create booking in this time zone: Central Time [Dropdown]

Locations: Markin Family Student Recreation Center [Add/Remove]

Search: [Let Me Search For A Room]

Setup Types: (no preference) [Add/Remove]

Number of People: 1 [Input] [Search]

[I Know What Room I Want]

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

LIST | SCHEDULE

Favorite Rooms only.

**Rooms You Can Reserve**

Room	Cap	2	3	4	5	6
Markin Family Student ...	Cap					
+ Racquetball Court 1	4					
+ Racquetball Court 2	4					

**Rooms You Can Request**

Room	Cap	2	3	4	5	6	7	8	9	10	11
Markin Family Student ...	Cap										
+ Lobby	20										
+ MAR 017	60					Private	Private	Private	Private	Private	
+ MAR 020	30										
+ MAR 030	75										
+ MAR 201 (Group Fl...	50										
+ Outdoor Terrace	20										
+ Performance Court	300										
+ Pool	75										
+ Basketball Court 1	150										
+ Basketball Court 2	150										
+ Basketball Court 3	150										
+ MAC (Multi-Activit...	150										

**about MAR 017**

ROOM DETAILS | SETUP TYPES | **FEATURES** | AVAILABILITY

- Microphone
- Open/Empty
- Projection Screen
- Sound System
- Stereo

Close

Do you need a microphone or the ability for sound?

Availability Legend

<https://emmett.bradley.edu/EmsWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97wLAGVQekE80#features.Container>

BRADLEY University Room Request

Faculty/Staff Space Request

1 Rooms 2 Services 3 Reservation Details

New Booking for Mon Nov 4, 2019

Date: Mon 11/04/2019 **Recurrence**

Start Time: 8:30 PM End Time: 10:30 PM

Room Search Results

Rooms You Can Reserve

Room	Capacity	2	3	4	5	6	7 AM	8	9	10	11	12
Markin Family Student ...	Cap											
Racquetball Court 1	4											
Racquetball Court 2	4											

Rooms You Can Request

Room	Capacity	2	3	4	5	6	7 AM	8	9	10	11	12
Markin Family Student ...	Cap											
Lobby	20											
MAR 017	60											
MAR 020	30							Private	Private	Private	Private	Private
MAR 030	75											
MAR 201 (Group Fl...	50											
Outdoor Terrace	20											
Performance Court	300											
Pool	75											
Basketball Court 1	150											
Basketball Court 2	150											

Looking to schedule a recurring meeting?



BRADLEY University Room Request
Parich, Matthew J

Faculty/Staff Space Request
My Cart (0) Create Reservation

New Booking for Mon Nov 4, 2019

**Date & Time**

Date:

Start Time:  End Time:

Create booking in this time zone:

Locations:

Let Me Search For A Room

Setup Types:

Number of People:

I Know What Room I Want

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

Favorite Rooms only.

Room	Cap	2	3	4	5	6
Markin Family Student ...	Cap	2	3	4	5	6
<input checked="" type="checkbox"/> Racquetball Court 1	4					
<input checked="" type="checkbox"/> Racquetball Court 2	4					

**Rooms You Can Reserve**

Room	Cap	2	3	4	5	6
Markin Family Student ...	Cap	2	3	4	5	6
<input checked="" type="checkbox"/> Lobby	20					
<input checked="" type="checkbox"/> MAR 017	60					
<input checked="" type="checkbox"/> MAR 020	30					
<input checked="" type="checkbox"/> MAR 030	75					
<input checked="" type="checkbox"/> MAR 201 (Group Fl...	50					
<input checked="" type="checkbox"/> Outdoor Terrace	20					
<input checked="" type="checkbox"/> Performance Court	300					
<input checked="" type="checkbox"/> Pool	75					
<input checked="" type="checkbox"/> Basketball Court 1	150					
<input checked="" type="checkbox"/> Basketball Court 2	150					

**Recurrence**

Repeats:

Every  day(s)

Weekdays Only

---

Start Date:

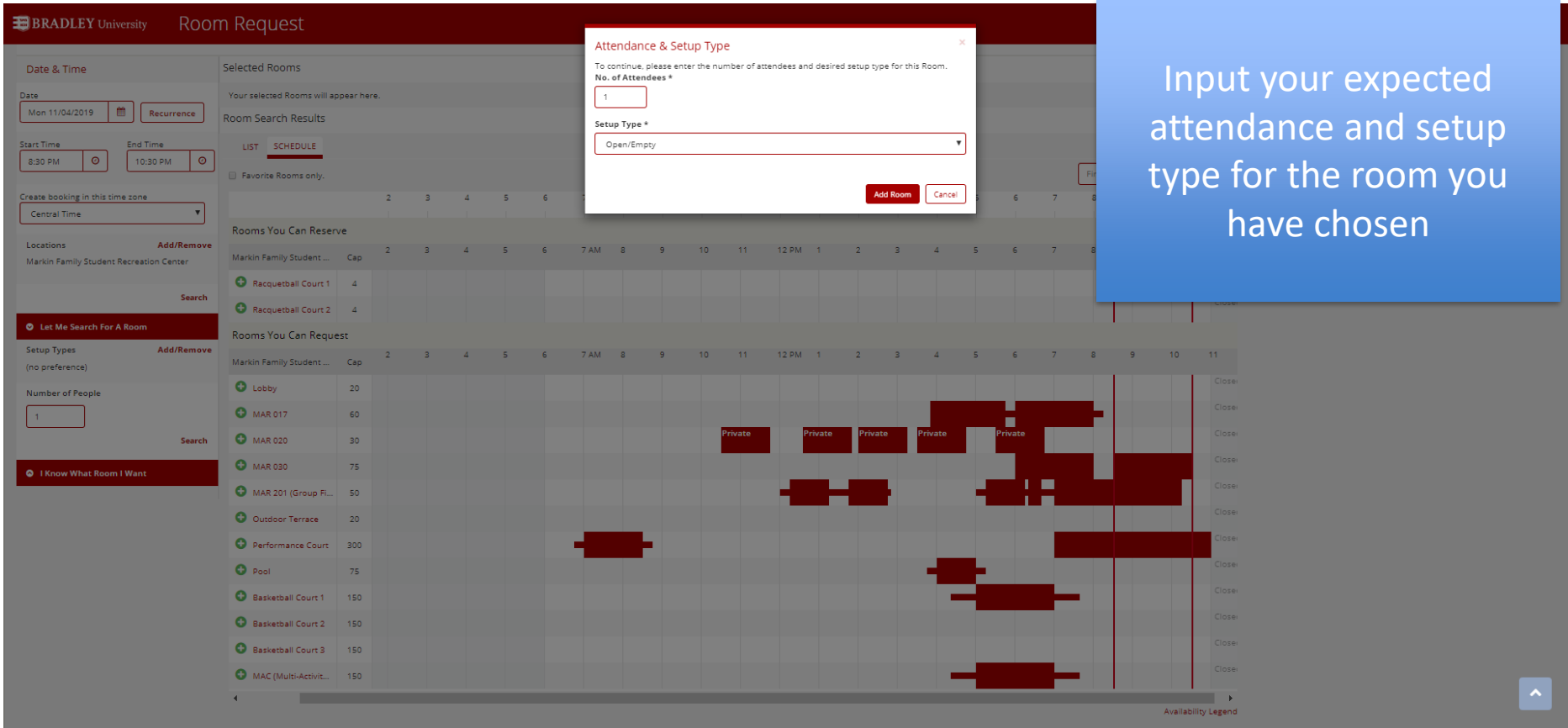
End Date:   (2 occurrences)

End after  occurrence(s)

---

Start Time:  End Time:

Create booking in this time zone:



The screenshot displays the Bradley University Room Request interface. On the left, there are filters for Date & Time (Mon 11/04/2019, 8:30 PM to 10:30 PM), Locations (Markin Family Student Recreation Center), and Setup Types (no preference). The main area shows a calendar grid with room availability. A modal window titled "Attendance & Setup Type" is open, prompting the user to enter the number of attendees (1) and select a setup type (Open/Empty). A blue callout box on the right contains the text: "Input your expected attendance and setup type for the room you have chosen".

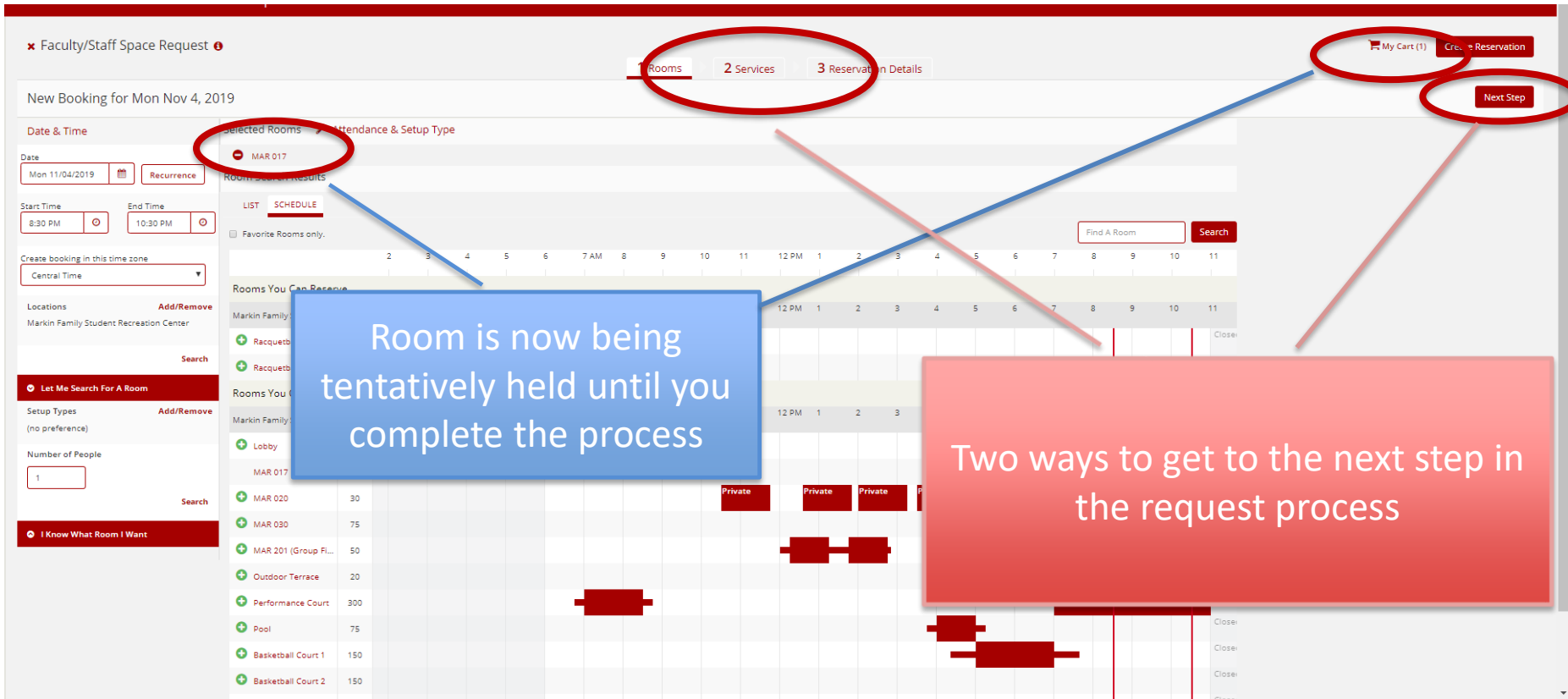
### Attendance & Setup Type

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

No. of Attendees \*

Setup Type \*

**Input your expected attendance and setup type for the room you have chosen**



The screenshot shows the 'Faculty/Staff Space Request' interface. At the top, there are three tabs: 'Rooms', '2 Services', and '3 Reservation Details'. In the top right corner, there is a 'My Cart (1)' button and a 'Create Reservation' button. Below these, a 'Next Step' button is visible. The main area is titled 'New Booking for Mon Nov 4, 2019'. On the left, there are sections for 'Date & Time' (Date: Mon 11/04/2019, Start Time: 8:30 PM, End Time: 10:30 PM), 'Locations' (Markin Family Student Recreation Center), 'Setup Types' (no preference), and 'Number of People' (1). The main content area shows a calendar grid with a room 'MAR 017' selected. A blue callout box points to the 'MAR 017' selection with the text: 'Room is now being tentatively held until you complete the process'. A red callout box points to the 'My Cart (1)' and 'Next Step' buttons with the text: 'Two ways to get to the next step in the request process'. The interface also includes a 'Find A Room' search bar and a 'Search' button.

BRADLEY University Room Request Panich, Matthew J

Faculty/Staff Space Request

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation

Equipment	Services Summary
Crowd Control	
Signage	
Stage	
Equipment	
Furniture	
Chair	
Podium	
Tables	

A red oval highlights the 'Equipment' and 'Furniture' sections of the table. A blue arrow points from the text box on the right to the 'Equipment' row.

If the space you are requesting allows for additional furniture (tables, chairs) or equipment (stage, podium) you will choose those items and their quantity here.

BRADLEY University Room Request ? Panich, Matthew J

Faculty/Staff Space Request My Cart (1) Create Reservation

1 Rooms 2 Services **3 Reservation Details**

### Reservation Details

**Event Details**

Event Name \*  Event Type \*

**Department/Organization Details**

Department/Organization \*

1st Contact

**Additional Information**

Will you have food at your event? \*

Will you have minors on campus? \*

Please share any additional information to ensure your event's success (Event Start Time, AV needs, etc.) \*

**Create Reservation**

All of the items on this page are required. This allows us to know who to contact with any questions and/or send confirmation.

BRADLEY University Room Request Panich, Matthew J

Faculty/Staff Space Request My Cart (1) **Create Reservation**

1 Rooms | 2 Services | **3 Reservation Details**

### Reservation Details

**Event Details**

Event Name \*  Event Type \*

**Department/Organization Details**

Department/Organization \*

1st Contact

1st Contact Phone  1st Contact Fax

1st Contact Email Address \*

**Additional Information**

Will you have food at your event? \*

Will you have minors on campus? \*

Please share any additional information to ensure your event's success (Event Start Time, AV needs, etc.) \*

**Create Reservation**

Once you have filled out all of the required information, click on "Create Reservation"

## Reservation Created

What would you like to do now?

- [➤ Add to my calendar.](#)
- [➤ Edit this reservation.](#)

BRADLEY University My Events Panich, Matthew J

< My Events / Test Group beginning Nov 21, 2019(7779)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name	Test Group
Event Type	Administrative
Department/Organization	MARK
1st Contact Name	Panich, Matthew J

Bookings


CURRENT PAST  Include cancelled bookings

Cancel Bookings Booking Tools New Booking

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Nov 21, 2019	9:30 AM	10:30 AM	CT	Michl Student Center - Marty Theater	50	Theater Style	Web Request

This page will show you all of the information related to your space request. You will notice the status of your request is “Web Request.” This means your request is only tentative. If your reservation is approved, you will receive a confirmation email from the Event Services Office.



BRADLEY University My Events ? Panich, Matthew J 

< My Events / Test Group beginning Nov 21, 2019(7779)

RESERVATION DETAILS ADDITIONAL INFORMATION



[Edit Reservation Details](#)

Event Name	Test Group
Event Type	Administrative
Department/Organization	MARK
1st Contact Name	Panich, Matthew J

Bookings

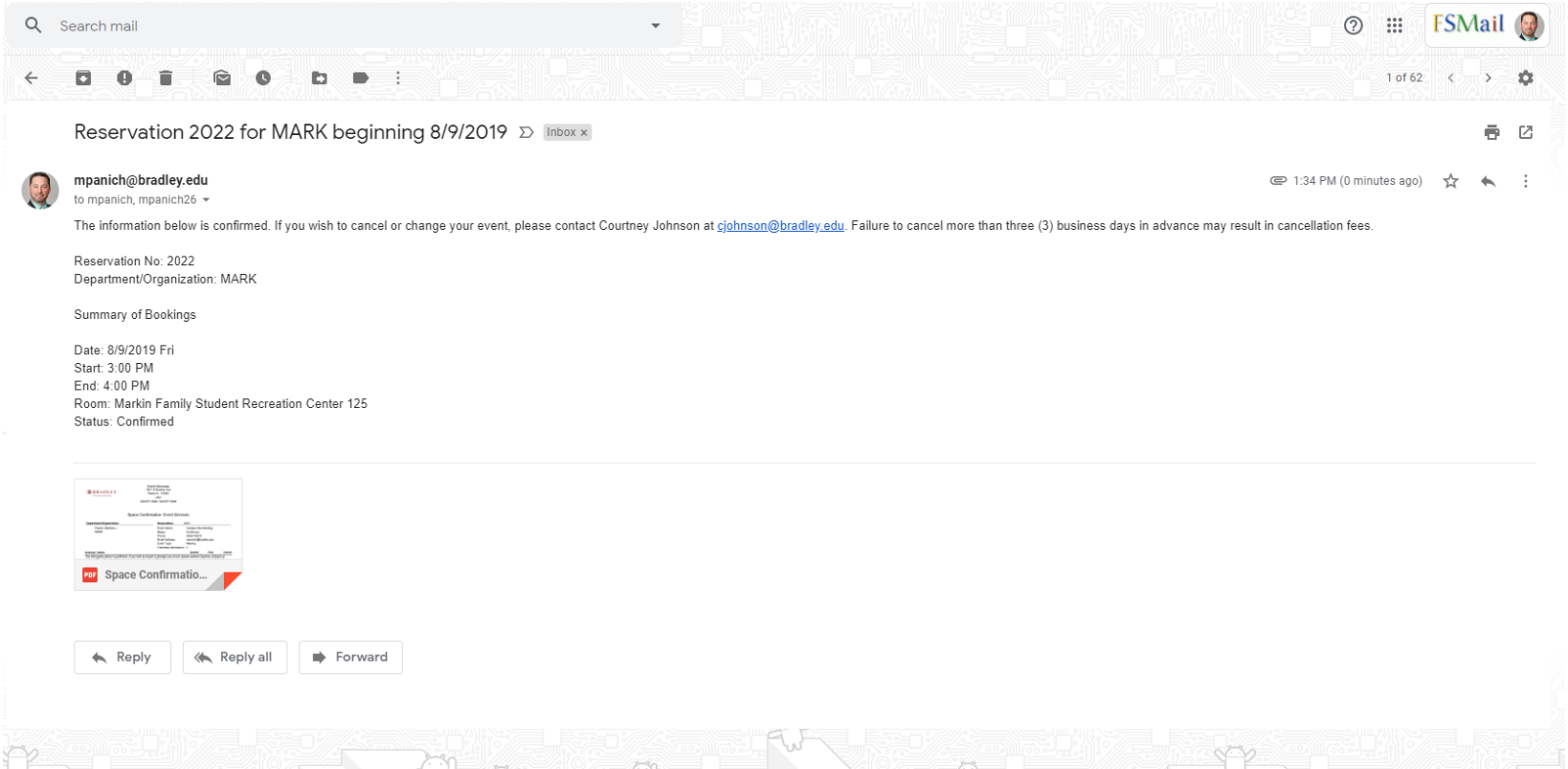
CURRENT PAST  Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
 	Thu Nov 21, 2019	9:30 AM	10:30 AM	CT	Michel Student Center - Marty Theater	50	Theater Style	Confirmed

In addition to receiving a confirmation email, if you log into your EMS portal, you will see that the status of your request has changed to “Confirmed.”

# How do I know my request was confirmed without going to my portal?



The screenshot shows an email client interface with a search bar at the top left containing "Search mail". The email header displays "Reservation 2022 for MARK beginning 8/9/2019" and "Inbox x". The sender is identified as "mpanich@bradley.edu" with a profile picture and the text "to mpanich, mpanich26". The email body contains the following text:

The information below is confirmed. If you wish to cancel or change your event, please contact Courtney Johnson at [cjohnson@bradley.edu](mailto:cjohnson@bradley.edu). Failure to cancel more than three (3) business days in advance may result in cancellation fees.

Reservation No: 2022  
Department/Organization: MARK

Summary of Bookings

Date: 8/9/2019 Fri  
Start: 3:00 PM  
End: 4:00 PM  
Room: Markin Family Student Recreation Center 125  
Status: Confirmed

Below the text is a thumbnail of a PDF document titled "Space Confirmation...". At the bottom of the email view, there are three buttons: "Reply", "Reply all", and "Forward".

# Look at those details!

2022.pdf

Open with ▾

Reservation 2022 for M

mpanich@bradley.edu  
to: mpanich, mpanich25

The information below is confirmed. If


Reservation No. 2022  
Department/Organization: MARK

Summary of Bookings

Date: 8/9/2019 Fri  
Start: 3:00 PM  
End: 4:00 PM  
Room: Markin Family Student Recrea  
Status: Confirmed

Space Confirmation

Reply    Reply all



Event Services  
1501 W Bradley Ave  
Peoria IL 61625  
USA  
309-677-3056 / 309-677-4056

### Space Confirmation- Event Services

Department/Organization	Reservation:	2022
Panich, Matthew J MARK	Event Name: Campus Rec Meeting Status: Confirmed Phone: 3096772676 Email Address: mpanich@bradley.edu Event Type: Meeting Estimated Attendance: 0	

Bookings / Details	Quantity	Price	Amount
<i>The information below is confirmed. If you wish to cancel or change your event, please contact Courtney Johnson at cjohnson@bradley.edu. Failure to cancel more than three (3) business days in advance may result in cancellation fees.</i>			
Catering	No		
Minors	No		
Additional Details	NA		

**Friday, August 9, 2019**  
**3:00 PM - 4:00 PM Campus Rec Meeting (Confirmed) MAR MAR 125**  
 Conference Style for 5

Food (if applicable) will be contracted through Bradley University Dining Services at catering@bradley.edu.

Client is responsible for making arrangements for renting additional equipment needed for the event not provided by Bradley University.

No Advertisement of your event is to occur until agreement, deposit and a rental confirmation are received.

Client is responsible for replacement/repair of any facilities, equipment, furniture that may be damaged during the event.

Client is responsible for the action of anyone attending my event.

Page 1 / 1
-
🔍
+

## Filters

Compact View Saved Filters

Date Locations Michel Student Center  
Add/Remove Locations

Add Filter

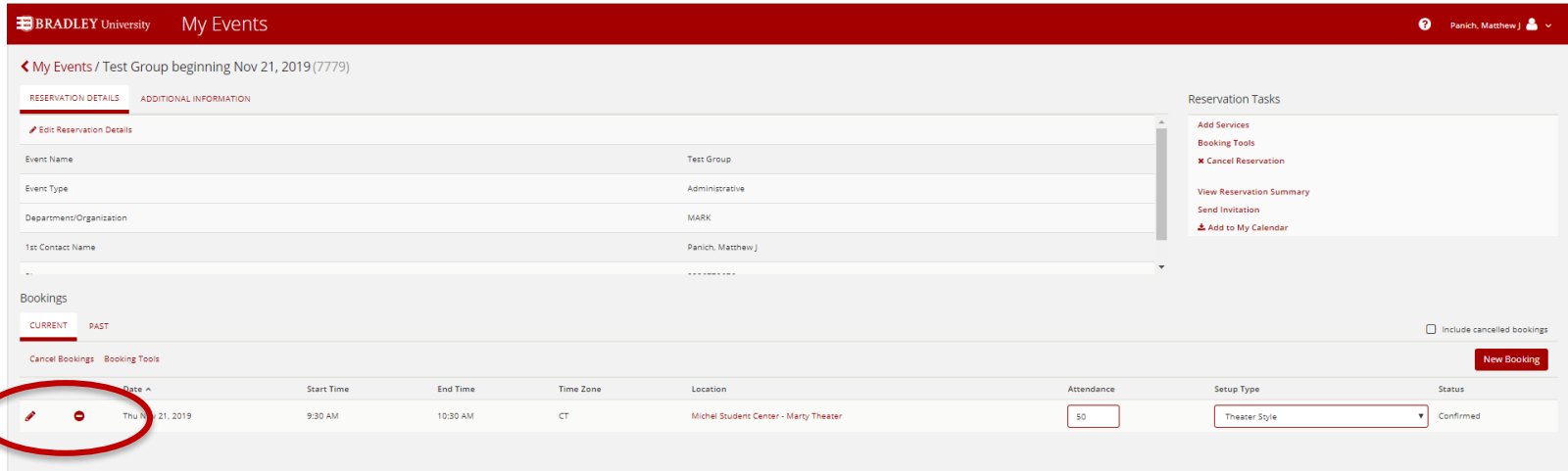
## Save Filters


DAILY LIST WEEKLY LIST MONTHLY LIST

&lt; Thu Friday, November 1st 2019 Sat &gt;

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION
7:30 AM	11:00 AM	CT	ACBU Coordinator Interviews	STU - 201
8:00 AM	11:00 AM	CT	(CANCELLED) Explore BU Visit Day	STU - 222 ABC
8:00 AM	12:00 PM	CT	(CANCELLED) Tentative Visit Day	STU - 222 ABC
10:00 AM	11:00 AM	CT	MLK Planning Committee	STU - 203
12:00 PM	2:00 PM	CT	Practicum Lunch Concerts	STU - 000
2:30 PM	7:30 PM	CT	ACBU Coordinator Interviews	STU - 201
3:00 PM	4:30 PM	CT	Amateur Radio Club	STU - 12
4:00 PM	6:00 PM	CT	Bradley Magic the Gathering	STU - 18
4:00 PM	9:00 PM	CT	BU Speech Team Norton Tourney	STU - 203
4:00 PM	9:00 PM	CT	BU Speech Team Norton Tourney	STU - 000
5:00 PM	6:00 PM	CT	Senior Design Project	STU - 37
5:00 PM	11:00 PM	CT	BU Speech Team Norton Tourney	STU - 12
7:30 PM	11:00 PM	CT	ACBU Cinema: Movie Screening	STU - 031
8:00 PM	10:00 PM	CT	Card Games Club Meeting	STU - 18
8:00 PM	12:00 AM	CT	ASA meeting	STU - 023

You can see what else is happening on campus by clicking on "Events" under "Browse" on the main page after you log in.



BRADLEY University My Events ? Panich, Matthew J 

My Events / Test Group beginning Nov 21, 2019 (7779)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name	Test Group
Event Type	Administrative
Department/Organization	MARK
1st Contact Name	Panich, Matthew J

Bookings

CURRENT PAST  Include cancelled bookings

Cancel Bookings Booking Tools New Booking

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Nov 21, 2019	9:30 AM	10:30 AM	CT	Michel Student Center - Marty Theater	50	Theater Style	Confirmed

More than 72 business hours of your event, you are able to cancel directly from the web. If you need to cancel within that 72 hour, you will need to contact the Event Services Office.