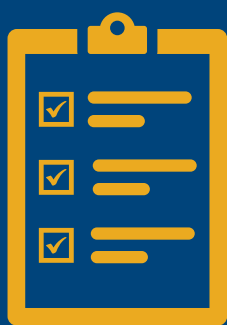# Book Facilities on Campus

Steps to making your next meeting or event a success!

STEP 1. GATHER DETAILS

Use our Event Planning Checklist to outline the requirements and important details for your event.

🕐 *Prior to submitting room request*

STEP 2. SUBMIT REQUEST

Submit your room request using the EMS Web App.

EMS Web App | EMS Web App Instructions

🕐 *6 months (no later than 30 business days) before your event*

STEP 3. CONNECT WITH ACCOUNT MANAGER

Receive an email assigning you an Account Manager.

🕐 *Within 48 hours of submitting your request*

STEP 4. FINALIZE DETAILS

Finalize all event details with your Account Manager.

🕐 *No later than 30 business days before your event*

Questions?

ext. 5900

Schoolcraft College
CONFERENCE & EVENT SERVICES