



Re-Registration	
Activities Fair	
Leadership	
Luncheon	
Jackson Court	
Fireplace Training	
Event Registration	
New Features	
Food Trucks	
Communal	
Principles Project	
Reservations:	
Virtual EMS	
Event Support \$	
Increase	

Trainings are on Fridays at 3:30pm in the O'Brien Hall 1st floor Conference Room on:

To sign-up for training stop in or call at least 1 day prior to the date of training to Jackson Court Area Office at 114 O'Brien Hall or 585.276.4682 Monday-Friday 8:30am-5pm or stop by the Service Desk Monday-Friday 4:45pm-midnight or Saturday & Sunday 12pm-midnight.

Once trained you may reserve the fireplace via Virtual EMS for student groups and departments. For RAs who do not have Virtual EMS access a green Wilson Commons Reservation Request Form may be filled out at the Common Connection in 201 Wilson Commons.

The fireplace is available for reservations on Tuesdays, Fridays and Saturdays from 6pm-

There are some new features in the Event Registration world that we thought you might really like!

- Submit events with multiple dates
- Pinpoint control of event locations
- Updated event categories
- Can add cosponsoring organizations
- Advertise Ticket prices

And as always submit your events early. Your service providers will be much happier and your event will be much more successful.

Were you thinking about adding a food truck to your event? Well it is not an easy option. Check out the Policy here: <https://www.rochester.edu/college/wcsa/events/resources/catering.html>

Your primary advisor can be a great resource to help navigate the policy and think of creative solutions.

