





## EMS Lite Sample Reports

Keep attendees, staff members, volunteers and vendors on the same page with clear, concise reports covering all aspects of your scheduling operation. A wide array of reports can be produced in more than 40 formats - and then printed, emailed or exported.

Some of the most widely used reports include:

-  **Confirmation- p 1**  
Used to confirm that all event details have been discussed
  
-  **Event Calendar - p 2**  
Listing of events in wall calendar format
  
-  **Event Schedule - p 3**  
Listing of events by date or date range
  
-  **Setup Worksheet - p 4**  
Invaluable for operations staff as they prep for events

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For a Free Demonstration of EMS Lite  
Call 800.440.3994

## Confirmation

Group	Reservation:	334
Susan Trammel Administration 3000 Capital Avenue Denver, CO 80112	Event Name: Phone: Fax: Event Type:	Staff Sessions 555-726-4496 555-726-4497 Meeting

Bookings / Details	Quantity	Price	Amount
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*Thanks for selecting our facility to host your upcoming event. Please take a moment to review the details outlined below and make any necessary changes and fax them back to us at 303-796-7429.*

### Tuesday, November 13, 2012

#### 10:00 AM - 11:00 AM Staff Sessions (Confirmed) Meeting Room 202

Reserved: 9:30 AM - 11:30 AM

Setup Notes:

### Wednesday, November 14, 2012

#### 9:30 AM - 11:00 AM New Employee Training (Confirmed) Multi-Purpose - East

Resources:

LCD Projector	1	20.00	20.00
Bagels & Muffins	1	30.00	30.00
Juice & Soda	1	20.00	20.00

### Wednesday, November 21, 2012

#### 1:30 PM - 3:30 PM Job Fair (Confirmed) Lounge

Reserved: 1:15 PM - 3:45 PM

Reception for 35

Resources:

8' Table	1		
5' Round Table	2		
Microphone	2	10.00	20.00

Subtotal	90.00
Grand Total	90.00

**DECORATING:** All plants and art work may not be removed for any reason. Tape or any other hanging device may not be mounted on any walls. Decorating is allowed on the pillars, windows, and dividers. Balloons must be secured and not allowed to float to the ceiling. To prevent a tripping hazard, extension cords need to be taped down to the floor.

## November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b>	<b>2</b>	<b>3</b>
				8:00 AM Staff Meeting 9:00 AM Roundtable	9:00 AM Meeting 9:00 AM Staff Meeting	
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	9:00 AM DHM Meeting 9:00 AM Meeting	9:00 AM LP Training	9:00 AM Meeting 9:00 AM Shareholder's Meeting	9:00 AM Staff Breakfast	9:00 AM Art Walk 9:00 AM Meeting	
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	9:00 AM Employee Reviews 9:00 AM Meeting	9:00 AM Technology Seminar 10:00 AM Staff Meeting	9:00 AM Meeting 9:30 AM New Employee Training 4:00 PM Networking Event	2:00 PM Yoga	9:00 AM Meeting 10:00 AM Food Drive	
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	9:00 AM Management Meeting 9:00 AM Meeting	4:00 PM Harvest Celebration	9:00 AM Food Drive 9:00 AM Meeting 1:30 PM Job Fair	4:00 PM Thanksgiving Celebration	9:00 AM Meeting 8:00 PM Tree Lighting	
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
	9:00 AM Meeting 9:00 AM Staff Meeting		9:00 AM Meeting		9:00 AM Meeting	

Start	End	Group	Event	Location
<b>Thursday, November 01, 2012</b>				
8:00 AM	5:00 PM	J. Patrick Forden	Staff Meeting	Meeting Room 201
9:00 AM	10:00 AM	Facilities & Operations	Roundtable	Meeting Room 203
<b>Friday, November 02, 2012</b>				
9:00 AM	10:00 AM	Christine Barnes	Meeting	Meeting Room 201
9:00 AM	10:00 AM	Facilities & Operations	Staff Meeting	Meeting Room 203
<b>Monday, November 05, 2012</b>				
9:00 AM	10:00 AM	Christine Barnes	Meeting	Meeting Room 201
9:00 AM	10:00 AM	Facilities & Operations	DHM Meeting	Meeting Room 203
<b>Tuesday, November 06, 2012</b>				
9:00 AM	10:00 AM	Facilities & Operations	LP Training	Meeting Room 201
<b>Wednesday, November 07, 2012</b>				
9:00 AM	10:00 AM	Christine Barnes	Meeting	Meeting Room 201
9:00 AM	10:00 AM	Facilities & Operations	Shareholder's Meeting	Meeting Room 203
<b>Thursday, November 08, 2012</b>				
9:00 AM	10:00 AM	Facilities & Operations	Staff Breakfast	Meeting Room 201
<b>Friday, November 09, 2012</b>				
9:00 AM	10:00 AM	Christine Barnes	Meeting	Meeting Room 201
9:00 AM	10:00 AM	Facilities & Operations	Art Walk	Meeting Room 203
<b>Monday, November 12, 2012</b>				
9:00 AM	10:00 AM	Christine Barnes	Meeting	Meeting Room 201
9:00 AM	10:00 AM	Facilities & Operations	Employee Reviews	Meeting Room 203
<b>Tuesday, November 13, 2012</b>				
9:00 AM	10:00 AM	Facilities & Operations	Technology Seminar	Meeting Room 201
10:00 AM	11:00 AM	Administration	Staff Meeting	Meeting Room 202
<b>Wednesday, November 14, 2012</b>				
9:00 AM	10:00 AM	Christine Barnes	Meeting	Meeting Room 201
9:30 AM	11:00 AM	Administration	New Employee Training	Multi-Purpose - East
4:00 PM	6:00 PM	Facilities & Operations	Networking Event	Meeting Room 203

Group: Administration Contact: Susan Trammel 555-726-4496 Reservation ID: 334  
 Event Name: Staff Sessions  
 Billing References:

Res Start	Evt Start	Evt End	Res End	Location	Event Name	Setup	Event Type	Status	Book ID
<b>Tuesday, November 13, 2012</b>									
9:30 AM	10:00 AM	11:00 AM	11:30 AM	Meeting Room 202	Staff Sessions	(10)	Meeting	Confirmed	4753
<b>Setup Notes</b>									

<b>Wednesday, November 14, 2012</b>									
9:30 AM	9:30 AM	11:00 AM	11:00 AM	Multi-Purpose - East	New Employee Training		Meeting	Confirmed	4873
<b>Resources</b>									
	*	<b>1 LCD Projector</b>							
	*	<b>1 Bagels &amp; Muffins</b>							
	*	<b>1 Juice &amp; Soda</b>							

<b>Wednesday, November 21, 2012</b>									
1:15 PM	1:30 PM	3:30 PM	3:45 PM	Lounge	Job Fair	Reception (35)	Exhibit/Fair	Confirmed	4874
<b>Resources</b>									
	*	<b>1 8' Table</b>							
	*	<b>2 5' Round Table</b>							
	*	<b>2 Microphone</b>							