

HUB EVENT RESERVATION PROCESS

LOG IN TO HUB RESERVATION WEBSITE

- Use HUB EMS login to log in to HUB reservation website
- Don't have one? Request a login online



SUBMIT AVAILABILITY CHECK REQUEST

- Search dates, times, spaces, and enter reservation details
- Click "Create Reservation" to submit request

RESERVATION STATUS: RECEIVED

AVAILABILITY CHECKED AND SPACE HELD

- HUB Events sends an email notifying the space is held for the event
- HUB works on a detailed quote for reservation

RESERVATION STATUS: SPACE HELD



GET QUOTE AND CONFIRM RESERVATION

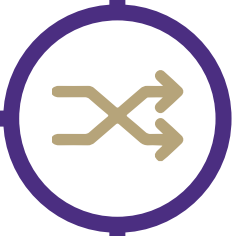
- Quote: HUB Events sends quote with pricing, diagrams, and deadlines
- Sign and return quote to confirm reservation

RESERVATION STATUS: QUOTED

RESERVATION STATUS: CONFIRMED

REQUEST CHANGES AND UPDATES

- Request changes and updates via email, phone, or in person
- Request before "Final Setup and AV Changes" deadline to avoid additional fees
 - Cancel online with the HUB reservation website or via email



EVENT DAY!

- Room unlocked 5-10 minutes before start time
- Need assistance?
 - Call the HUB Info Desk at 206-543-8191

FEEDBACK AND BILLING

- Have feedback for HUB Events? Submit online
- Reservations are invoiced after event date

