

EMS Attachment Types

(Last Updated: 10/24/2024)

The following is a list of Attachment Types that need to be entered into EMS for each applicable event reservation for reconciliation and recordkeeping purposes.

Agenda

- Schedule for the day of the event.

Certificate of Insurance

- Proof of Insurance

Check Request

- A copy of the completed check request form submitted to Accounting for reimbursements or transfers.

Deposit Invoice

- The deposit invoice generated in CUNYfirst and sent to the client.

Estimate to Client (Athletics: Exhibit 1 to Schedule A, Theater: Schedule C)

- Estimate sent to the client prior to the contract, as well as alongside the Deposit Invoice.

Event Application

- A form detailing the initial request for space, including details about the content and logistics about the event.

Event/Client One-sheet (Theater: GWLT Bio)

- A document briefly explaining the event or client.

GWLT Actuals Spreadsheet (*theater only*)

- A spreadsheet detailing actual internal payroll costs for Theater staff (FOH/Crew). Used for Profit & Loss reporting.

GWLT Rental & Labor Estimates (*theater only*)

- A spreadsheet provided to clients detailing a cost estimate before a reservation.

GWLT Rental & Labor Actuals (*theater only*)

- A spreadsheet provided to clients detailing final costs following a reservation.

Internal Bill

- Bills generated by internal Service Departments, sent to Event Coordinators for reimbursement after the event.

Internal Estimate

- Estimates generated by internal Service Departments, sent to Event Coordinators before the event detailing estimated costs.

Room Layout

- Drawings and diagrams for each room used in an event.

Liquor License

- Proof of permission for the caterer to serve alcohol to event guests.

Post-Event Billing Summary

- A breakdown of all charges as calculated after the event has occurred including actual billable rates for labor.

Promotional Material

- Includes promotional posters, flyers, signs, etc.

Rental Fee Waiver

- A form including approval for a change in the standard rental structure.

RSVP List

- A list sent to Public Safety detailing guests for the event.

Schedule A (*theater only*)

Schedule B (*theater only*)

Signed Contract

- A copy of the executed contract for the event.

Tax Determination Letter

- A letter from the IRS, or other IRS-sourced documentation, verifying an organization's nonprofit status.

Tax Exemption Form

- A form detailing an organization's tax-exempt status.

VIP List

- A list of high profile attendees, given to Public Safety.

W-9

- Request for tax identification number.