

# Improve internal communication about upcoming events, meetings, and more with the FMX Schedule Request module

Many problems with facility scheduling such as double booking, no heating and cooling, missing food orders, etc. are the result of poor internal communication. Organizations struggle with communication because facility scheduling is not a one-man show; every department must do their part. There's the planning and scheduling, ordering supplies, set-up and tear-down, and then there's the catering, bar service, staffing, audiovisual (AV) service, etc. Organizations rely on word-of-mouth, phone calls, and email to manage all of these moving parts, and as a result, important event details fall through the cracks.

## Facilities management software like FMX can help you improve internal communication by enabling you to:

- Share event details across departments
- Avoid double-booking of rooms and resources
- Establish an approval chain
- Request food, AV, staffing, and more
- Never scramble to set up for events again



## Benefits of FMX

- Easy to use
- Tailored to your needs
- Unlimited:
  - + Information storage
  - + Requesting and vendor users
  - + Lifetime customer support
- Accessible from anywhere on any internet-enabled device
- Import and export your data at any time

## New Schedule Request

🕒 Boy Scouts Meeting on Tue, May 9 Pending my approval

All occurrences conflict with existing requests:

- Thu, Mar 16 in Conference Room 1. [\[More info\]](#)

**Mike Ward** opened this request  
May 3 @ 3:21 PM Edit

**Request type** 📄 General

**Event name** Boy Scouts Meeting

**Building** 📍 Building C

**Resources** 📖 Library  
🏊 Main Gym

**Event time** Tue, May 9, 4:00pm - 6:00pm

**Audiovisual Needs** -

**Catering Needs** -

**Furniture Needs** -

**Other Details** Need the bleachers pushed back

👍 Approve 👎 Decline 💬 Respond ☰ More 📄 Full page

## What customers are saying

"We have become a lot more efficient with scheduling our buildings, which has been great on a lot of different fronts. For our athletic department, it's enabled us to better utilize our facilities. We've been able to get more teams practicing. We've been able to schedule more games and so it's really helped tremendously. It's great for our district, especially for our leadership and administration to look at the district as a whole."

—Lana Fairchild  
Chillicothe City Schools

## What can you do with the FMX Schedule Request module?

**Receive scheduling requests** from building occupants and community members. These requests will go up the chain of approval you've established for your organization. You can also use FMX to respond to the requester to ask for additional details, discuss plans, and more.

**Customize your organization's scheduling request form** to include required fields for seating, HVAC, catering, AV, etc. That way your different departments will have all of the details they need to set up for the event. You can even modify the form for different types of requests such as sporting events or board meetings.

**Plan events in advance:** FMX allows you to schedule events days, weeks, months, or even years in advance. You can also schedule recurring events and set up blackout dates for holidays and other closures.

**Avoid double-booking rooms and resources:** FMX features automatic conflict detection. It even alerts you if maintenance is being performed in the room you are trying to schedule.

**Set up automatic email notifications** for relevant individuals (e.g. Catering manager) when events are scheduled, modified, etc. that require their services.

**View your daily schedule:** With FMX's simple calendar display, you and your staff will always know what you have going on that day. You can even sync your FMX calendar with your Google, Apple, and Outlook calendars.

**Set user permissions:** FMX makes it easy to define each user's role and what they are allowed to view and change in your system.

**Communicate directly with contractors** by adding them as users in FMX. They can view event details such as seating charts, catering information, set-up and tear-down times, etc.

**Upload photo and file attachments:** Easily share seating charts, set-up diagrams, and much more.

**Require cost estimates and invoicing for schedule requests:** You can also use the FMX reporting module to keep track of unpaid balances.

**Embed your FMX calendar on your website** so that community members can search for events, check event times, and even submit request forms.

**Sync your athletics calendars with FMX:** New events created in athletics scheduling systems, Big Teams Schedule Star and Arbiter, will automatically create Schedule Requests in FMX and place them on your FMX calendar. This will eliminate the need for double entry of athletic events across both systems.

### Learn more about FMX



Schedule a demo

[gofmx.appointlet.com](http://gofmx.appointlet.com)



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[promo.gofmx.com/fmx-recorded-demo-videos/](http://promo.gofmx.com/fmx-recorded-demo-videos/)



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