



Event Scheduling

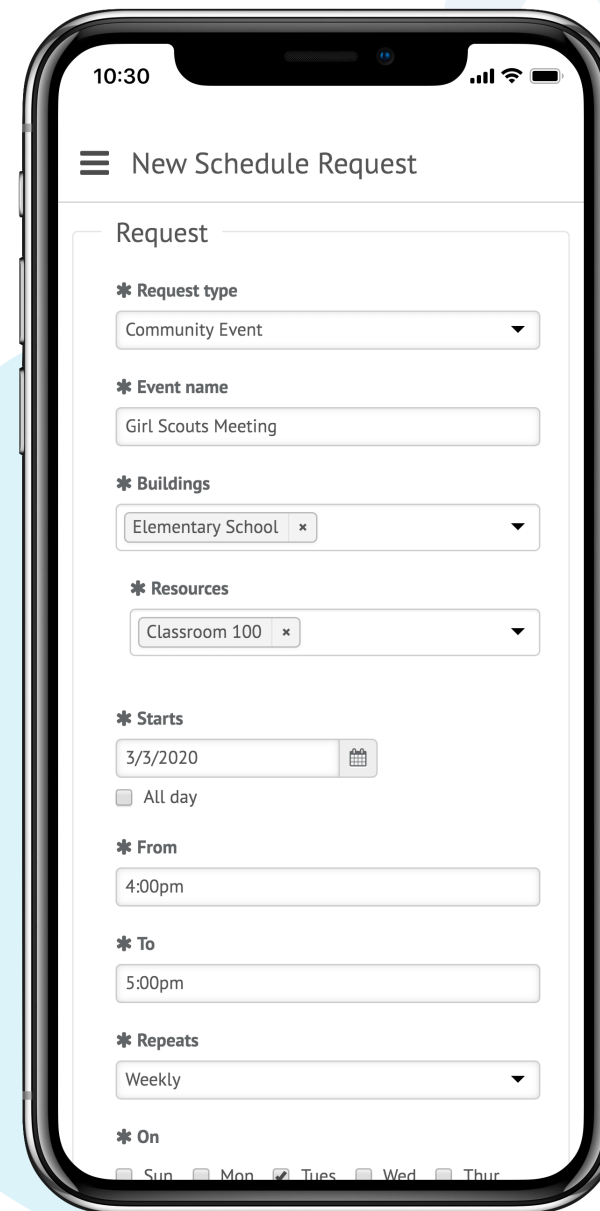
Coordinate events and meetings, avoid double-booking rooms and resources, and give everyone greater visibility.

FMX keeps stakeholders in the loop on events and meetings that matter to them. FMX makes it easy to see which spaces in your facility have been reserved for specific dates and which ones are still available, ensuring no room or resource is double-booked.



Schedule events with FMX

- Share event details across departments.
- Avoid double-booking of rooms and resources.
- Establish an approval chain for different events.
- Request food, AV, staffing, resources, and more for your events.
- Seamlessly manage event setup.



“Having FMX has helped the schools better manage when the school facilities are being used. There is no more double-booking of events. All staff can see what’s going on in their buildings and request spaces when needed.”

- Tiffany Cain, Facility Rentals, Hilliard City Schools

FMX event scheduling capabilities

01. 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.

02. Receive scheduling requests from building occupants

Requests can follow a 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.

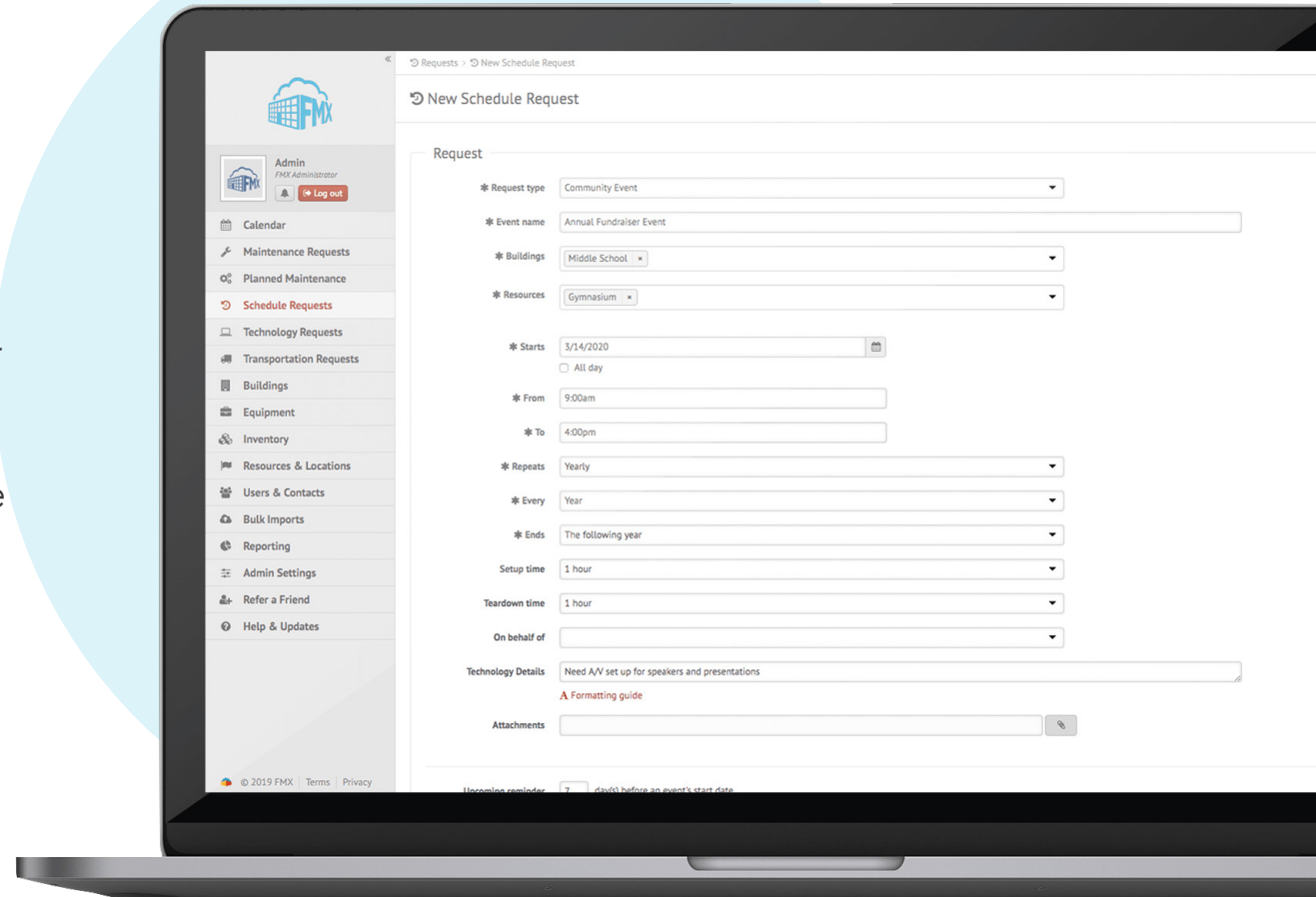
03. Avoid double booked rooms and resources

FMX automatically detects when a room or resource is already booked, and declines events that request those rooms and resources.



More capabilities with FMX

- Customize your organization's scheduling request form to include required fields for seating, HVAC, catering, AV, and more.
- Communicate directly with contractors by adding them as users.
- View your daily schedule with FMX's calendar display.
- Upload photo and file attachments and share seating charts, set-up diagrams, and much more.
- Allow community members to search for events, check event times, and even submit request forms.
- Eliminate the need for double entry of athletic events across multiple systems via integration with FMX.



“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, Human Resources Manager, Chillicothe City Schools