REMEMBER THE TOP 5 MISTAKES OF SCHEDULERS DURING THE OPENING OF THE BOOKS

* Confusion between 40 bookings rather than 40 reservations
* Not a reservation signatory for ASA/Engage (student organizations, only)
* No account number (departments, only)
* Did not book when opening started.

Please find below the step-by-step process for the opening of CAC mid-level and small event space:

1. **The opening of the books is a virtual process and for CAC mid-level and small event space only; please note that large-event space was done on 2/13/23. This opening covers space from 9/6/23 to 5/24/24. The following buildings with event spaces are available for booking: the Stratton Student Center (W20), Kresge Auditorium (W16), Religious Activities Center (W11), MIT Chapel (W15), Memorial Lobby (10), Lobby 13, Walker Memorial (50), CAC Outdoor Spaces, and Wong Auditorium/Ting Foyer in the Tang Building (E51).**
2. **All requests are made through the Virtual EMS Enterprise scheduling system, which is accessible through the CAC website,** [**http://studentlife.mit.edu/cac/resources-forms,**](http://studentlife.mit.edu/cac/resources-forms) **click on “Virtual Scheduling System” link. All MIT ASA-recognized student groups and employees will need to have an account to use this system. If you are not sure about your account or need to establish one, email** **cacscheduling@mit.edu****. Be sure to do this before Friday, 3/10/23.**
3. **On 3/13/23 and running through Thursday, 3/16/23, groups/departments can request through Virtual EMS a maximum of 40 bookings.**
4. **Starting on Friday, 3/17/23 at 10 am, groups/departments can request any number of bookings.**
5. **Promotional space (Memorial Lobby booths, Student Center and Stata Center tables, Infinite Corridor panels, and Student Center poster positions) is not part of this process. Promotional space for Fall 2023 opens on Monday, 5/2/23, contingent on Institute policies.**

CAC expects all groups/departments to adhere to the process as stated in steps 1-5 and with the guidelines as stated in the Event Planning Guide, <http://web.mit.edu/eventguide/>. Not doing so could result in delays or denials of your request.