REMEMBER THE TOP 4 MISTAKES OF SCHEDULERS DURING THE OPENING OF THE BOOKS
- Confusion between 5 bookings rather than 5 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 large event space:

1. **The opening of the books is a virtual process and for CAC large event space only. This opening covers space from 9/4/24 to 5/24/25. The following spaces are available for booking: Main Kresge (W16), Little Kresge (W16), Lobdell (W20), Sala de Puerto Rico (W20), Morss Hall (50), and Wong Auditorium (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, 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, 2/23/24.**
3. **On 2/26/24 and running through Thursday, 3/7/24, groups/departments can request through Virtual EMS a maximum of 5 bookings. Please remember that groups are limited to three dates per term in major events spaces (Main Kresge, Little Theater, Sala, Lobdell, Wong Auditorium, and Morss Hall) on Thursday, Friday, or Saturday night. Also, major event space requests for consecutive weekends will not be granted.**
4. **Starting on Friday, 3/8/24 at 10 am, groups/departments can request any number of bookings, with the previously stated rules on major event spaces (#3).**
5. **All other event space will be available on 3/11/24; for information on that opening: https://studentlife.mit.edu/cac/resources-forms.**
6. **Promotional space (Memorial Lobby booths, Stata Center tables, Infinite Corridor panels are not part of this process. Promotional space for Fall 2024 opens on Monday, 5/6/24, contingent on Institute policies.**

CAC expects all groups/departments to adhere to the process as stated in steps 1-6 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.