

Dear Student Groups and Advisors,

Barnard Events Management and Student Life are happy to announce that **the pre-calendar period for scheduling Fall 2016 events** is about to begin!

The Pre-calendar period for Fall 2016 events will start at 9 AM on Monday, March 21st and end at 5 PM on Friday, April 8th. During this period, the existing designees of clubs and organizations, recognized by governing boards at Barnard and Columbia (including GBB, ABC, SGB, IGC, IGB, Community Impact, and Club Sports) and who have participated in Club FUEL, may submit event requests for September 6th through December 12th, 2016. Please use Virtual EMS (VEMS) to make your pre-calendar request.

Please note that pre-calendar requests will be accepted for the following Barnard event spaces ONLY: *James Room, Sulzberger Parlor, and Event Oval.*

Classroom spaces are NOT available as part of the pre-calendar process due to academic scheduling, but will re-open for booking requests on Tuesday, September 6th.

Every recognized student club and organization must already have a designee with an EMS account in order to submit a pre-calendar request. If you are a student and are currently using the system to request events, please continue to make your requests through VEMS and remember to list your advisor as the 2nd contact. If you are in a newly recognized club or organization contact GBB, at GBB@barnard.edu to learn more about holding events at Barnard.

Please read the information below on how to access VEMS, along with some important notes to keep in mind when making requests.

- You can access VEMS at barnard.edu/eventsmgmt and scroll down to the link that says "Make Your Event Request Online" or click on the following link, ems.barnard.edu/virtualems. Click on the login for Barnard students and complete the required information.
- Please work with your advisor in person to address event programming items or to talk through the details of more complex events.
- The best way to ensure the success of your event is enter alternative dates (in separate requests) that might work for your program. Also, please remember to include as much detail about your event as possible, including setup and AV needs, which includes the specific start and end times for your event.
- After Events Management has reviewed all requests, you will receive an e-mail confirming the status of your request. Your event cannot be confirmed until both your **advisor** has approved the event and all **logistical questions** from Events Management have been answered. To check the status of your event request at any time, log into VEMS ems.barnard.edu/virtualems and click on "Requests" then "View My Requests".

If you have any questions or concerns about using VEMS, please consult the VEMS Tutorial Videos at <http://www.barnard.edu/eventsmgmt/requests> or contact Events Management at spaceres@barnard.edu. We look forward to working with you on your event.

All the best, and good luck with your events,

Anthony Otero
Associate Director
Events Management

Jenn Wells
Assistant Dean
Student Life