

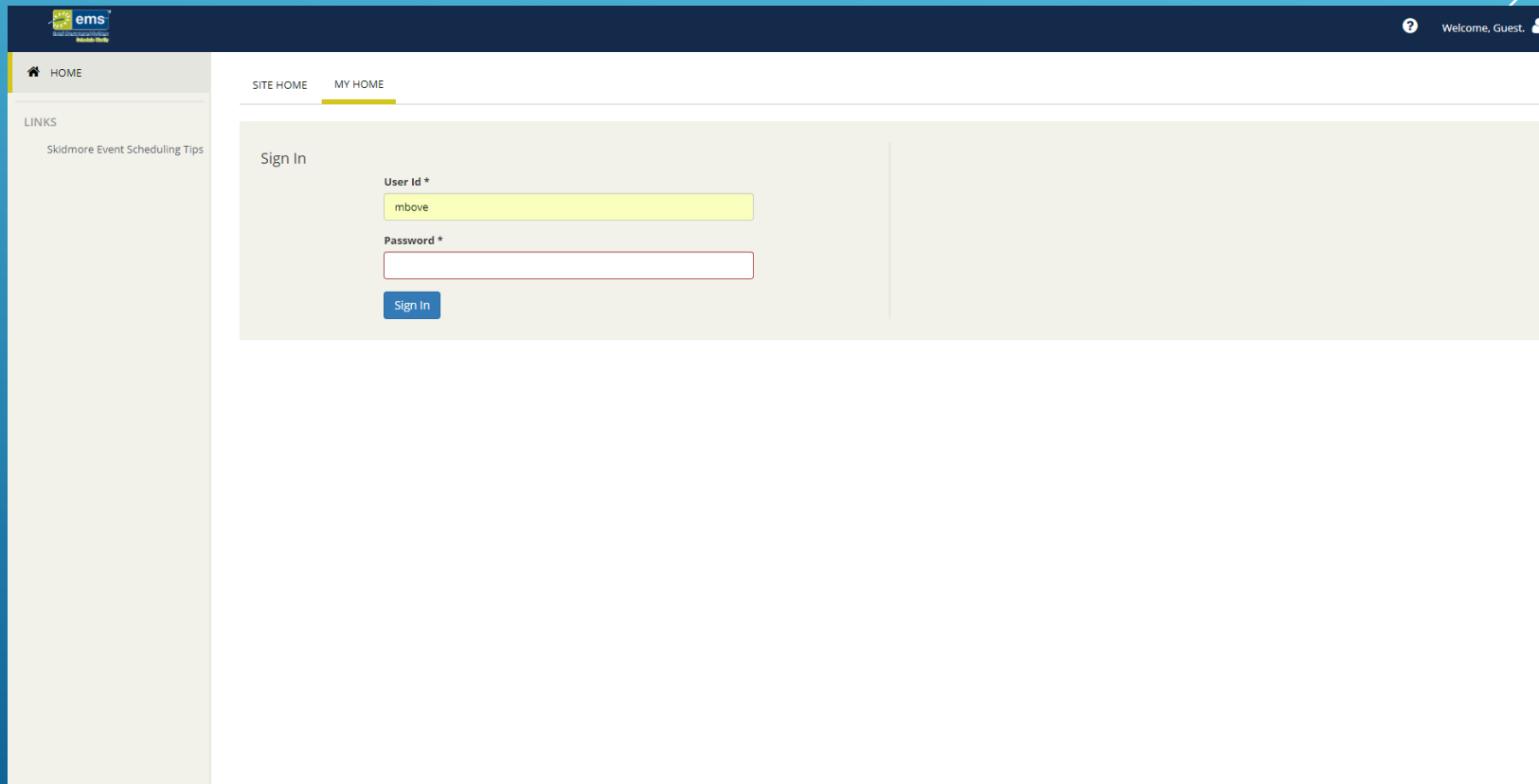
HOW TO REQUEST SERVICES USING EMS

With Skidmore's online Event Management System

<https://calendar.skidmore.edu//EMSWebApp/>

Log into EMS

Log in using your Skidmore user name and password



The screenshot shows the EMS login interface. At the top left is the EMS logo. The top right corner displays a user profile icon and the text "Welcome, Guest.". Below the logo is a navigation bar with "HOME" and "MY HOME" (which is highlighted). A sidebar on the left contains a "LINKS" section with the text "Skidmore Event Scheduling Tips". The main content area is titled "Sign In" and contains two input fields: "User Id *" with the value "mbove" and "Password *". A "Sign In" button is located below the password field.

ems

HOME MY HOME

LINKS
Skidmore Event Scheduling Tips

Sign In

User Id *
mbove

Password *

Sign In

Welcome, Guest.

There are 3 ways to submit a Catering Request

1. At the time of submitting a new space request
2. After a space request has already been submitted
3. Catering Only Request

**Catering menus must be submitted 2 weeks prior to event. You may adjust quantities/items until 5 business days prior to your event
(Less than 2 weeks before event you must contact fs-staff-list@Skidmore.edu directly)*

How to enter a Catering service **after**
your space request has already been submitted



Submitting Catering **AFTER** a space request has been submitted

Click on “My Events” at your home screen

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: HOME, CREATE A RESERVATION, MY EVENTS (circled in blue with a blue arrow pointing to it), BROWSE, EVENTS, LOCATIONS, and LINKS. The LINKS section includes Event Scheduling Tips, How to Request Catering, Event Setup Form, and Event Calendar. The main content area on the right has a header with 'SITE HOME' and 'MY HOME' tabs. Below the header, there are several paragraphs of instructional text: 'To BROWSE for scheduled events, click EVENTS or LOCATIONS in the left navigation', 'To request space, click CREATE A RESERVATION in the left navigation. Select the appropriate Reservation Template and click BOOK NOW. For information on each template click ABOUT', and 'To review the status of your request, make changes to a request, or add catering or other services, click on MY EVENTS in the left navigation'. There are also notices about request review times and a contact email (schedule@skidmore.edu) and phone number (518-580-5599).

1st:

Find the event you want to add services to, and click your event name

HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS
LOCATIONS
LINKS
Skidmore Event Scheduling Tips
Submitting a Catering Service R...
Service Only Request
Link to Facilities (Event Setup R...

RESERVATIONS BOOKINGS

Search Reservations Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
Test	Tue Jan 30, 2018/ Tue Jan 30, 2018 (single booking)	Bolton Hall - 280	Special Progra...	✓	296384	Requested

2nd:

Click "Add Services" under the Reservation Tasks

My Events / Test beginning Jan 30, 2018 (296384)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name	Test
Event Type	Test
Group	Special Programs
1st Contact Name	Wendy LeBlanc

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Status
Tue Jan 30, 2018	8:00 AM	9:00 AM	ET	Bolton Hall - 280	Requested

[View Services](#) | [Manage Services](#)

ems My Events

Test (296384)

Select Services

Dining Services

Start Time	End Time	Service Type	Estimated Count
8:00 AM	9:00 AM	Catering Dropoff (at Event)	12

(Select Service Type)
 Plated Meal Service (Staffed)
 Buffet Meal Service (Staffed)
 Formal Reception (Staffed)
 Casual Reception (Monitored)
Catering Dropoff (at Event)
 Refresh Only
 Customer Pickup (at Dhall)

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

No

Additional Information for Dining Services

none

I have read and agree to the terms and conditions

Menu To Follow ^

Continental Breakfast ^

Hot Breakfast ^

Breakfast Staples (A La Carte) ^

Fill out all of the required Dining Services information that pertain to your event

- Enter start time as the time **catering is to be set up by**
- Enter end time as the time **catering is to be finished**

**This may be different than your start and end time of the event



Be sure to click the "Terms and Conditions" box

ems
My Events

I have read and agree to the terms and conditions

Menu To Follow	^
Continental Breakfast	v
Pumpkin Bread Loaf	Continental Breakfast I
Continental Breakfast II	Continental Breakfast III
Healthy Choice Continental breakfast	
Hot Breakfast	^
Breakfast Staples (A La Carte)	^
Boxed Lunches	^
Lunch Buffet	^
Lunch Staples (A La Carte)	^
Pizza Party	^
Party Platters (A La Carte)	^
Cold Appetizers	^
Hot Appetizers	^
Snack Break (A La Carte)	^
Heavy Hors D'oeuvres	^
Desserts (A La Carte)	^
All-Inclusive Buffet Options	^

Use arrows to search different options for your catering needs. Each tab will list different choices

Click on the blue text to get a detailed description of the service

Here is where you will find the details offered for your selected services. Including price and quantity.

If you have any special instruction please enter here



Once finished, click "OK"

Continental Breakfast III (serves 1) - \$7.00 ✕

Choice of two Sweet Breads, Hand Fruit, Yoplait Yogurt with Skidmore's homemade Granola Assorted Juices Coffee/Tea service Pitchers of Water

- 0.1 Assorted Sweet Breads
- 1 Seasonal Whole Fruit
- 0.5 Servings of Fresh Brewed Decaf Coffee
- 0.1 Water (Pitchers)
- 0.2 Tropicana Orange Juice (1 Quart)
- 0.1 Tropicana Apple Juice (1 Quart)
- 1 Servings of Fresh Brewed Regular Coffee
- 0.1 Tropicana Cranberry Juice (1 Quart)
- 0.5 Servings of Hot Water/Assorted Teas

- + (min 12)

Special Instructions

Select Services

Next Step

Dining Services

Start Time: 8:00 AM | End Time: 9:00 AM | Service Type: Catering Dropoff (at Event) | Estimated Count: 12

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

No

Additional Information for Dining Services

none

I have read and agree to the terms and conditions

Menu To Follow	
Continental Breakfast	
Pumpkin Bread Loaf	Continental Breakfast I
Continental Breakfast II	Continental Breakfast III

Services Summary

Dining Services, 8:00 AM - 9:00 AM, Catering Dropoff (at Event), Estimated Count: 12

- 12 Continental Breakfast III \$7.00
 - Package includes the following items:
 - 0.1 - Assorted Sweet Breads
 - 1 - Seasonal Whole Fruit
 - 0.5 - Servings of Fresh Brewed Decaf Coffee
 - 0.1 - Water (Pitchers)
 - 0.2 - Tropicana Orange Juice (1 Quart)
 - 0.1 - Tropicana Apple Juice (1 Quart)
 - 1 - Servings of Fresh Brewed Regular Coffee
 - 0.1 - Tropicana Cranberry Juice (1 Quart)
 - 0.5 - Servings of Hot Water/Assorted Teas

Your selected services will now show here.



When finished adding services click "Next Step"

If you are adding 2 services for the same event (example breakfast and lunch) you **must** create 2 separate service orders.

RESERVATIONS BOOKINGS

SEARCH RESERVATIONS

INCLUDE CANCELLED RESERVATIONS

CURRENT PAST

Name	First/Last Booking	Location	Group	Services	ID	Status
Test	Tue Jan 30, 2018/ Tue Jan 30, 2018 (single booking)	Bolton Hall - 280	Special Progra...	✓	296384	Requested

My Events / Test beginning Jan 30, 2018 (296384)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name	Test
Event Type	Test
Group	Special Programs
1st Contact Name	Wendy LeBlanc

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

NEW BOOKING

Date	Start Time	End Time	Time Zone	Location	Status
Tue Jan 30, 2018	8:00 AM	9:00 AM	ET	Bolton Hall - 280	Requested

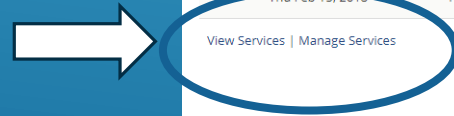
View Services | Manage Services

Go back to "My Events", click your event name then "add Services". Now you can add your second catering request.

*Be sure to change the start time to when you want your second service order delivered.

Manage Services on an existing event

YOU CAN THEN VIEW OR MANAGER YOUR SERVICES ON YOUR EXISITING RESERVATION HERE



The screenshot shows the 'My Events' page for 'NYSCA Guidelines Info Session beginning Feb 15, 2018 (306546)'. The page is divided into several sections:

- RESERVATION DETAILS**: Includes an 'Edit Reservation Details' link and a table with the following information:

Event Name	NYSCA Guidelines Info Session
Event Type	Information Session
Group	Special Programs
1st Contact Name	Megan Bove
- ADDITIONAL INFORMATION**: A section for additional details.
- Reservation Tasks**: A sidebar menu with options: 'Add Services', 'Cancel Services', 'Booking Tools', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'.
- Bookings**: A section with tabs for 'CURRENT' and 'PAST'. It includes a 'New Booking' button and a checkbox for 'include cancelled bookings'. Below is a table with columns: 'Date ^', 'Start Time', 'End Time', 'Time Zone', 'Location', and 'Status'.

Date ^	Start Time	End Time	Time Zone	Location	Status
THU Feb 15, 2018	1:00 PM	3:30 PM	ET	Murray-Aikins Dining Hall - 2nd Floor ALL	Confirmed

At the bottom of the booking table, there is a link 'View Services | Manage Services' which is circled in blue.

“VIEW SERVICES” WILL **SHOW** YOU THE SERVICES YOU ALREADY HAVE REQUESTED

SKIDMORE My Events ? Megan Bove

< My Events / NYSCA Guidelines Info Session beginning Feb 15, 2018 (306546)

RESERVATION DETAILS ADDITIONAL INFORMATION

[Edit Reservation Details](#)

Event Name NYSCA Guidelines Info Session

Event Type Information Session

Group Special Programs

1st Contact Name Megan Bove

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- View Reservation Summary
- Send Invitation
- Add to My Calendar

Bookings

CURRENT PAST Include cancelled bookings [New Booking](#)


Date ^	Start Time	End Time	Time Zone	Location	Status
Thu Feb 15, 2018	1:00 PM	3:30 PM	ET	Murray-Aikins Dining Hall - 2nd Floor ALL	Confirmed

Hide Services | Manage Services

Dining Services 1:00 PM - 3:30 PM Casual Reception (Monitored)

Qty.	Item	Price	Special Instructions
6	Water (Pitchers)	\$ 0.00	
2	Fresh Brewed Decaf Coffee - Large	\$ 16.25	
2	Fresh Brewed Regular Coffee - Large	\$ 16.25	
1	Assorted Hot Water - Large	\$ 15.95	

“MANAGE SERVICES” WILL LET YOU **EDIT** THE SERVICES YOU HAVE ALREADY REQUESTED (time, # of people, dietary restrictions etc.)

 My Events ? Megan Bove

← NYSCA Guidelines Info Session (306546)

Manage Services Reservation Details

Dining Services

Start Time	End Time	Service Type	Estimated Count
1:00 PM	3:30 PM	Casual Reception (Mor)	70

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

Choose one

Additional Information for Dining Services

I have read and agree to the terms and conditions

Services Summary

Dining Services, 1:00 PM - 3:30 PM, Casual Reception (Monitored), Estimated Count: 70

6	Water (Pitchers)	\$ 0.00
2	Fresh Brewed Decaf Coffee - Large	\$ 16.25
2	Fresh Brewed Regular Coffee - Large	\$ 16.25
1	Assorted Hot Water - Large	\$ 15.95

Menu To Follow ^

Continental Breakfast ^

How to enter a Catering service *with*
your space request



To submit a space/service request click on “Create a Reservation”

HOME

SITE HOME MY HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

- Event Scheduling Tips
- How to Request Catering
- Event Setup Form
- Event Calendar

To BROWSE for scheduled events, click EVENTS or LOCATIONS in the left navigation

To request space, click CREATE A RESERVATION in the left navigation. Select the appropriate Reservation Template and click BOOK NOW. For information on each template click ABOUT

To review the status of your request, make changes to a request, or add catering or other services, click on MY EVENTS in the left navigation

Space requests will be reviewed Monday through Friday. Space managers will try to respond to requests within 48 hours

Space requests are currently being accepted through May 19, 2018. Dates after May 19, 2018 will be grayed out.

Spaces must be requested 24 hours in advance (not including weekend hours). For last minute space requests please contact the Scheduling Office.

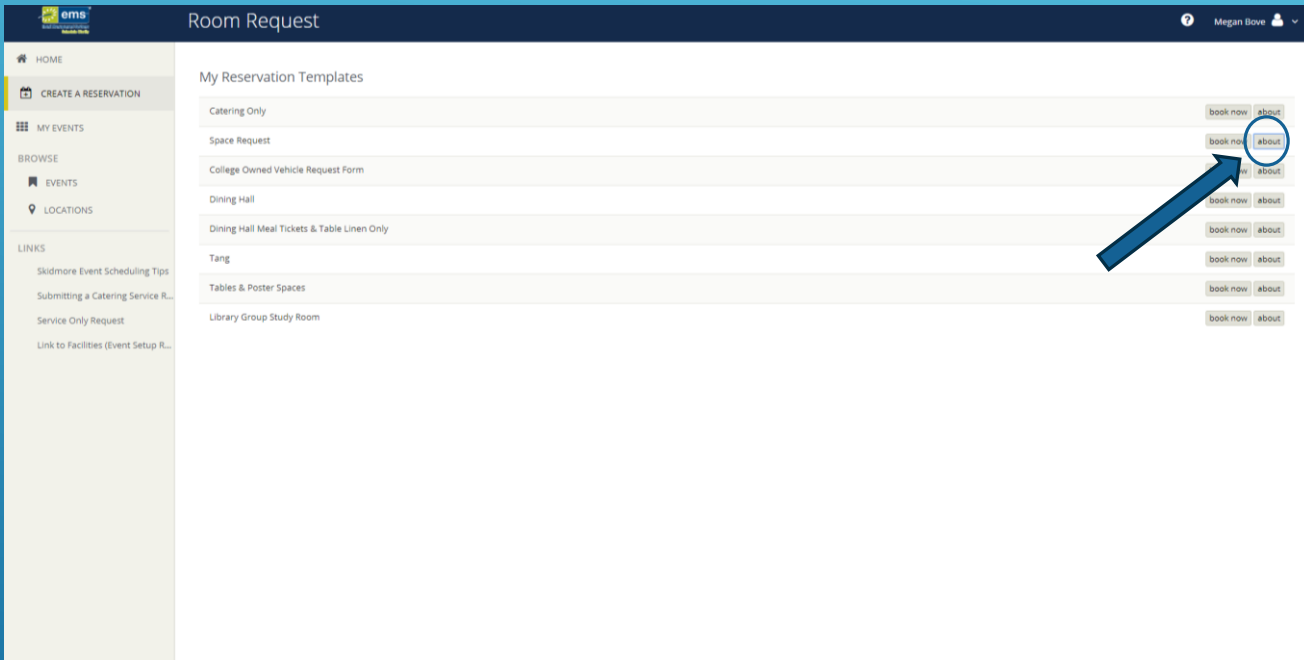
Click on for more information or help on that page or section.

Questions?

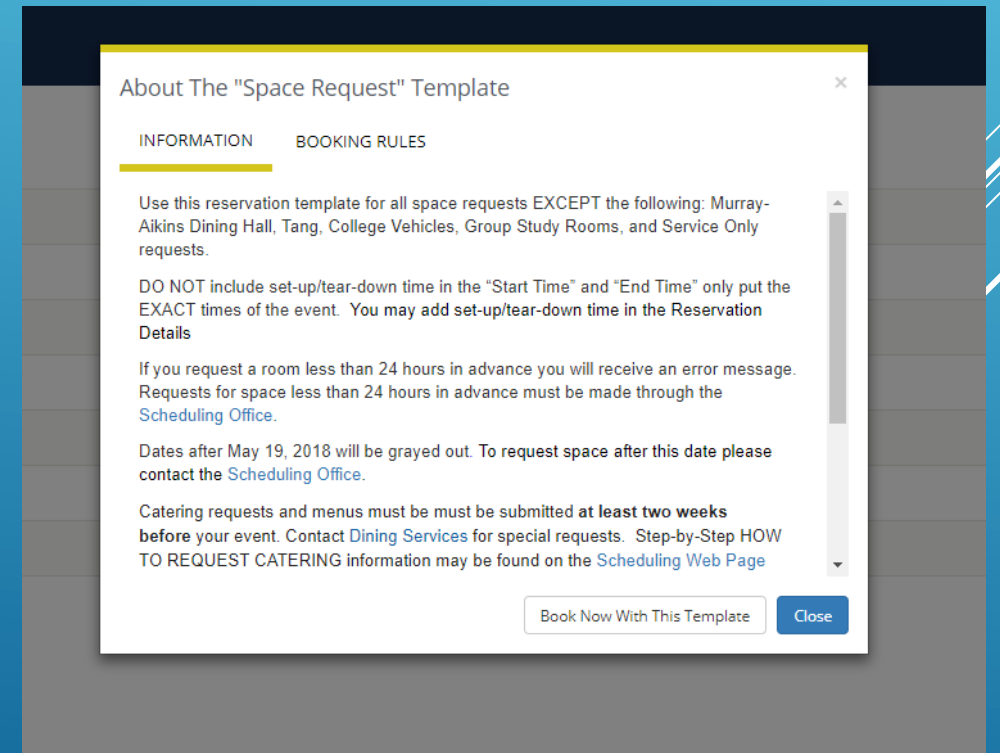
Contact: schedule@skidmore.edu
Tel: 518-580-5599

Choose the appropriate reservation template for the space/service you are requesting.

The “About” icons list information about each template



The screenshot shows the 'Room Request' interface. On the left is a navigation sidebar with options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (Skidmore Event Scheduling Tips, Submitting a Catering Service R..., Service Only Request, Link to Facilities (Event Setup R...)). The main content area is titled 'My Reservation Templates' and lists several options: Catering Only, Space Request, College Owned Vehicle Request Form, Dining Hall, Dining Hall Meal Tickets & Table Linen Only, Tang, Tables & Poster Spaces, and Library Group Study Room. Each option has 'book now' and 'about' buttons. A blue arrow points to the 'about' button for the 'Space Request' template, which is also circled in blue.



The modal window is titled 'About The "Space Request" Template' and has a close button (X) in the top right corner. It features two tabs: 'INFORMATION' (selected) and 'BOOKING RULES'. The 'INFORMATION' tab contains the following text:

Use this reservation template for all space requests EXCEPT the following: Murray-Aikins Dining Hall, Tang, College Vehicles, Group Study Rooms, and Service Only requests.

DO NOT include set-up/tear-down time in the "Start Time" and "End Time" only put the EXACT times of the event. You may add set-up/tear-down time in the Reservation Details

If you request a room less than 24 hours in advance you will receive an error message. Requests for space less than 24 hours in advance must be made through the [Scheduling Office](#).

Dates after May 19, 2018 will be grayed out. To request space after this date please contact the [Scheduling Office](#).

Catering requests and menus must be submitted at least two weeks before your event. Contact [Dining Services](#) for special requests. Step-by-Step HOW TO REQUEST CATERING information may be found on the [Scheduling Web Page](#)

At the bottom of the modal are two buttons: 'Book Now With This Template' and 'Close'.

Space Request

Fill out event date and time.

*Start and end time should reflect **actual** event time.
Set up and tear down time will be added in reservations details.

The screenshot shows the 'Room Request' web application interface. The header includes the 'ems' logo and the user name 'Megan Bove'. The navigation bar shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main content area is titled 'New Booking for Mon Jan 8, 2018' and includes a 'Next Step' button. The 'Date & Time' section is circled in blue, and a blue arrow points to it from the right. This section contains a 'Date' field with a calendar icon and a 'Recurrence' button, a 'Start Time' field set to '8:00 AM', an 'End Time' field set to '9:00 AM', and a 'Create booking in this time zone' dropdown menu set to 'Eastern Time'. Below this is a 'Locations' section with an 'Add/Remove' button and a 'Search' button. The 'Room Search Results' section is currently empty, showing 'Your selected Rooms will appear here.' and 'Rooms matching your search criteria will appear here.' Below the search results are two tabs: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'. The 'Let Me Search For A Room' tab includes 'Room Types' (all), 'Features' (none), and 'Number of People' (0) with an 'Add/Remove' button and a 'Search' button.

Finding a Room

If you want to view all available rooms for the date and time requested click “Search” or filter by room type, feature, capacity or specific room.

The screenshot displays the 'Room Request' interface. At the top, there's a navigation bar with the 'ems' logo and the user's name 'Megan Bove'. Below this, a progress indicator shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main content area is titled 'New Booking for Mon Jan 8, 2018' and includes a 'Next Step' button. The form is divided into several sections: 'Date & Time' (with Date, Start Time, End Time, and Time Zone fields), 'Locations' (with a 'Search' button circled in red), 'Room Types' (with a 'Search' button circled in red), and 'Features' (with an 'Add/Remove' button). At the bottom, there's a 'Number of People' field and another 'Search' button circled in red. Text labels with arrows point to these circled buttons: 'View all available rooms' points to the top 'Search' button, and 'Modify your search by certain criteria's (classroom, white board, capacity, etc.)' points to the bottom 'Search' button.

Select one of more room(s) by clicking the blue + sign

The screenshot shows the 'Room Request' interface. On the left, there are search filters for Locations, Room Types, Features, and Number of People. The main area displays a list of rooms under three categories: 'Rooms You Can Reserve', 'Rooms You Can Request', and 'Calendar Only (ET)'. Each room entry includes a blue '+' icon, a room name, and a capacity. A blue circle highlights the '+' icon for '281', and a blue arrow points to it from the left. The interface also includes a user profile 'Megan Bove' in the top right and a search bar at the bottom right.

Category	Room Name	Capacity
Rooms You Can Reserve	Media Services Spaces (...)	7
Rooms You Can Reserve	Recording Room 1	6
Rooms You Can Reserve	Recording Room 2	6
Rooms You Can Request	Bolton Hall (ET)	7
Rooms You Can Request	100	35
Rooms You Can Request	101	18
Rooms You Can Request	102	18
Rooms You Can Request	103	45
Rooms You Can Request	280	45
Rooms You Can Request	281	45
Rooms You Can Request	282	45
Rooms You Can Request	382	50
Calendar Only (ET)	Calendar Only	100
Calendar Only (ET)	Calendar Only #1	100
Calendar Only (ET)	Calendar Only #2	100
Calendar Only (ET)	Calendar Only #3	100
Calendar Only (ET)	Calendar Only #4	100
Calendar Only (ET)	Calendar Only #5	100
Case Center (ET)	Case Center (ET)	7
Case Center (ET)	Case Center Small ...	10

Your requested room will now appear at the top of the screen.

Click "Next Step"

The screenshot displays the 'Room Request' interface. At the top, there is a navigation bar with the 'ems' logo and the user's name 'Megan Bove'. Below this, a breadcrumb trail shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main content area is titled 'New Booking for Tue Jan 30, 2018'. On the left side, there are several filter sections: 'Date & Time' (Date: Tue 01/30/2018, Recurrence), 'Start Time' (8:00 AM) and 'End Time' (9:00 AM), 'Create booking in this time zone' (Eastern Time), 'Locations' (all), 'Room Types' (all), 'Features' (none), and 'Number of People' (0). The 'Selected Rooms' section shows a count of 280. The 'Room Search Results' section is divided into 'LIST' and 'SCHEDULE' tabs. The 'SCHEDULE' tab is active, showing a grid of room availability for the date. The grid has columns for days of the week (7, 8 AM, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) and rows for different room categories: 'Rooms You Can Reserve' (Media Services Spaces, Recording Room 1, Recording Room 2) and 'Rooms You Can Request' (Bolton Hall (ET), 100, 101, 102, 103, 280, 281, 282). A 'Find A Room' search box and a 'Search' button are located at the top right of the grid. A blue circle highlights the 'Next Step' button in the top right corner, with a blue arrow pointing to it from the left.

Now fill out all of the appropriate information for your catering request.

*Refer back to slide 7 if needed

Start and End of should reflect the catering service time. (this may differ from your actual event start time)

Once you have completed this page click "Next Step"

Room Request | Megan Bove

Space Request | 1 Rooms | **2 Services** | 3 Reservation Details

My Cart (1) | Create Reservation

Next Step

Dining Services

Start Time [ET]	End Time [ET]	Service Type	Estimated Count
12:00 PM	1:00 PM	Catering Dropoff (at Event)	15

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

No

Additional Information for Dining Services

I have read and agree to the terms and conditions

Services Summary

Dining Services, 12:00 PM - 1:00 PM, Catering Dropoff (at Event), Estimated Count: 15

5	Baked Ham and Swiss Boxed Lunch	\$8.50
5	Grilled Chicken Breast Boxed Lunch	\$7.50
2	Mediterranean Vegetable Boxed Lunch-Vegetarian	\$7.95
2	Turkey Croissant Boxed Lunch	\$8.95

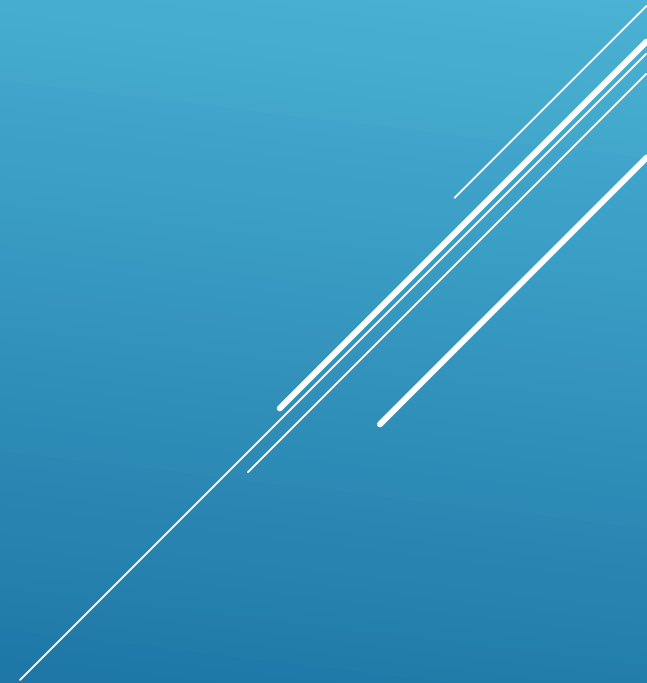
Menu To Follow

Continental Breakfast

Hot Breakfast

Breakfast Staples (A la Carte)

How to enter a Catering Only Service request



If the location of your event is not managed through EMS (for example, department conference rooms), you must submit a Catering Only request.

On your home screen, click:

1. Create a reservation
2. Select “Catering Only” Reservation Template
3. Book Now

The screenshot displays the EMS Room Request interface. The left sidebar contains navigation options: HOME, CREATE A RESERVATION (circled in blue with a red '1' next to it), MY EVENTS, BROWSE, EVENTS, LOCATIONS, and LINKS. The main content area is titled 'Room Request' and shows 'My Reservation Templates'. The 'Catering Only' template is circled in blue with a red '2' next to it. Below it, a list of templates is shown, each with 'book now' and 'about' buttons. The 'book now' button for the 'Catering Only' template is circled in blue with a red '3' next to it, and a blue arrow points to it.

Template Name	book now	about
Catering Only	book now	about
Space Request	book now	about
College Owned Vehicle Request Form	book now	about
Dining Hall	book now	about
Dining Hall Meal Tickets & Table Linen Only	book now	about
Tang	book now	about
Tables & Poster Spaces	book now	about
Library Group Study Room	book now	about

ems
Room Request

Megan Bove

x Catering Only

Create Reservation

1 Service Availability 2 Services 3 Reservation Details

New Booking for Thu Feb 1, 2018

Date & Time

Date
Thu 02/01/2018 Recurrence

Start Time 12:00 PM End Time 1:00 PM

Create booking in this time zone
Eastern Time

Location Details

Buildings
Catering Service Request

Location *
Special Programs Conference Room

Dining Services
Must be submitted by 4:30 PM at least 5 day(s) prior to the start of the booking

Available to the following Building

- Catering Service Request
- Lucy Scribner House
- Parking Lots

Next Step

- Fill in date and time you have the space reserved for event
- Leave “Buildings” as Catering Service Request
- Type in specific room where catering is needed in “Location” field
- Click “Next Step”

ems Room Request

✕ Catering Only ⓘ

1 Service Availability ▶ 2 Service

Services For Your Reservation

Dining Services

Start Time [ET]	End Time [ET]	Service Type	Estimated Count
12:00 PM	1:00 PM	Catering Dropoff (at Event)	10

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

Yes, Explain in Special Instructions

Additional Information for Dining Services

1 guest with gluten allergy

I have read and agree to the terms and conditions

- Menu To Follow ^
- Continental Breakfast ^
- Hot Breakfast ^

- Fill in time of catering service (this may be different than your event time)
- Select service type (plated, buffet, formal, pick up, drop off etc.)
- Enter estimated headcount
- Answer all appropriate questions
- Check box for “terms and conditions”

Use arrows to search different options for your catering needs. Each tab will list different choices

Click on the blue text to get a detailed description of the service

ems Room Request

I have read and agree to the terms and conditions

- Menu To Follow ^
- Continental Breakfast ^
- Hot Breakfast ^
- Breakfast Staples (A La Carte) ^
- Boxed Lunches ^
- Lunch Buffet ^
- Lunch Staples (A La Carte) ^
- Pizza Party** v

Cheese Pizza - 16" Round 8-cut	Veggie Pizza - 16" Round 8-cut
Supreme Pizza - 16" Round 8-cut	1 Topping Pizza - 16" Round 8-cut
2 Topping Pizza - 16" Round 8-cut	3 Topping Pizza - 16" Round 8-cut
White Pizza with Broccoli - 16" Round 8-cut	Cheese Pizza - Square 24-cut
1 Topping Pizza - Square 24-cut	Mini Dairy-Free Pizza (Vegan)
Mini Gluten-Free Pizza	

- Party Platters (A La Carte) ^
- Cold Appetizers ^
- Hot Appetizers ^
- Snack Break (A La Carte) ^
- Heavy Hors D'oeuvres ^
- Desserts (A La Carte) ^

Your selected services will now appear here

Catering Only 1 Service Availability 2 Services 3 Reservation Details Create Reservation

Services For Your Reservation Next Step

Dining Services

Start Time [ET] 12:00 PM End Time [ET] 1:00 PM Service Type Catering Dropoff (at Event) Estimated Count 10

Will alcohol (beer/wine) be served? *If alcohol is requested outside of the banquet rooms, we require a PROPOSED MENU 30 day prior to acquire an alcohol permit

No

Are you planning on having a program associated with your event?

No

Do any guests have dietary restrictions that require special preparation? *

Yes, Explain in Special Instructions

Additional Information for Dining Services

1 guest with gluten allergy

I have read and agree to the terms and conditions

Menu To Follow ^

Continental Breakfast ^

Hot Breakfast ^

Services Summary

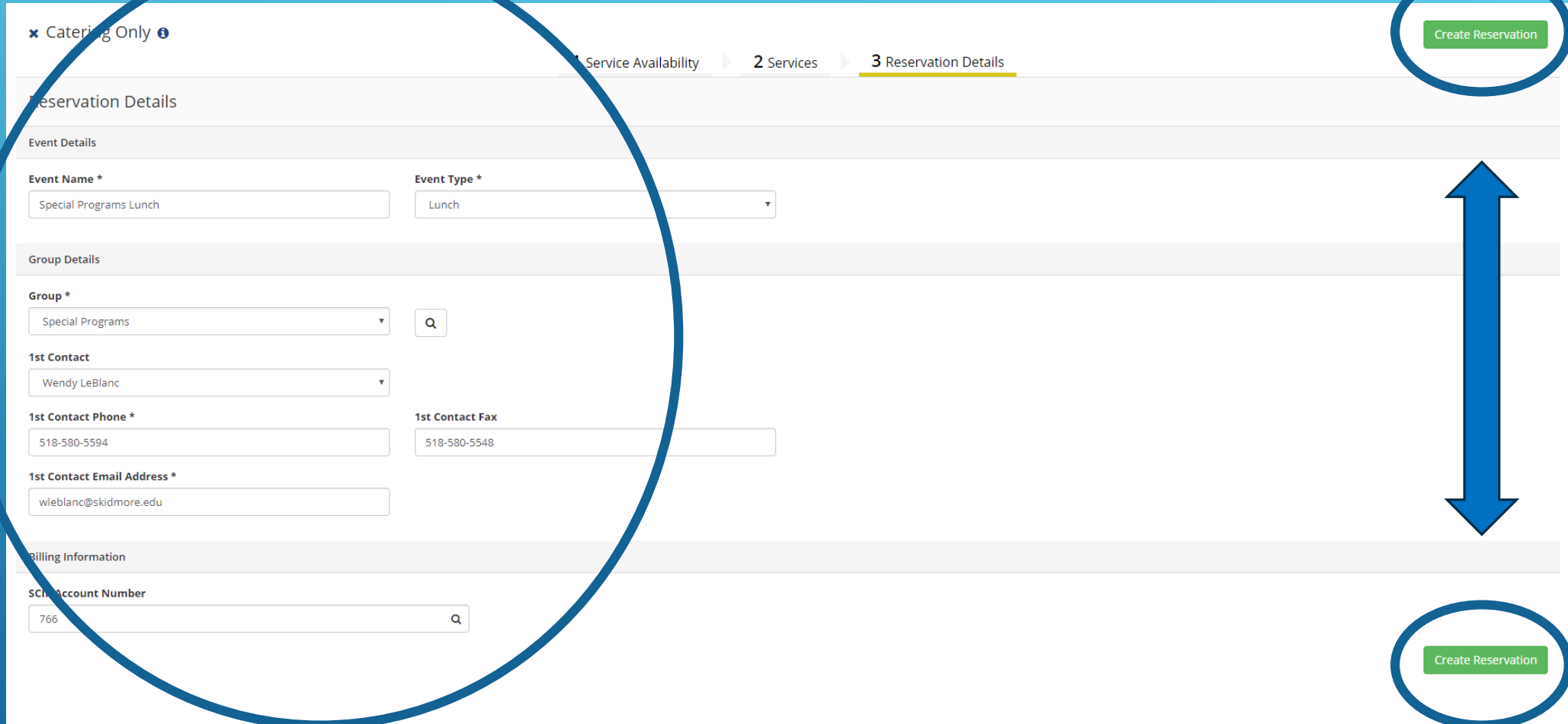
Dining Services, 12:00 PM - 1:00 PM, Catering Dropoff (at Event), Estimated Count: 10

1	Mini Gluten-Free Pizza	\$14.05
10	2 Topping Pizza - 16" Round 8-cut	\$14.05
	Toppings	
	• Broccoli	
	• Tomatoes	

- Enter the SCIP account number to be charged
- If you do not know your department SCIP number, start typing in the name of your department and suggestions will prompt
- Once you enter your SCIP number click “next step”

White Pizza with Broccoli - 16" Round 8-cut	Cheese Pizza - Square 24-cut
1 Topping Pizza - Square 24-cut	Mini Dairy-Free Pizza (Vegan)
Mini Gluten-Free Pizza	
Party Platters (A La Carte)	^
Cold Appetizers	^
Hot Appetizers	^
Snack Break (A La Carte)	^
Heavy Hors D'oeuvres	^
Desserts (A La Carte)	^
All-Inclusive Buffet Options	^
Beverages (A La Carte)	^
Dining Services	^
Billing Information	
SCIP Account Number	
<input type="text" value="766"/>	<input type="button" value="Q"/>

Enter all of your event and group details.
When complete click "Create Reservation" (either one)



The image shows a screenshot of a web application interface for creating a reservation. The page is titled "Catering Only" and has a breadcrumb trail: "Service Availability" > "2 Services" > "3 Reservation Details". The "Reservation Details" section is highlighted in yellow. The form is divided into several sections: "Event Details", "Group Details", and "Billing Information".

Event Details:

- Event Name *: Special Programs Lunch
- Event Type *: Lunch

Group Details:

- Group *: Special Programs
- 1st Contact: Wendy LeBlanc
- 1st Contact Phone *: 518-580-5594
- 1st Contact Fax: 518-580-5548
- 1st Contact Email Address *: wleblanc@skidmore.edu

Billing Information:

- SCM Account Number: 766

There are two green "Create Reservation" buttons, one at the top right and one at the bottom right, both circled in blue. A large blue double-headed vertical arrow is positioned to the right of the form, indicating the range of the form's content.

Your request has now been successfully entered! Click “OK”

The screenshot displays a web application interface for 'Room Request'. At the top left, the page title is 'Room Request'. In the top right corner, there is a user profile icon and the name 'Megan Bove'. The main content area features a large heading 'Reservation Created'. Below this heading, a question asks 'What would you like to do now?' followed by two options: 'Add to my calendar.' and 'Edit this reservation.', each preceded by a right-pointing chevron. A white modal dialog box is overlaid on the page, titled 'Help' with a close button (x) in the top right corner. The dialog contains the text 'You have successfully submitted your request.' and a blue 'OK' button at the bottom right, which is highlighted with a blue circle.



QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

