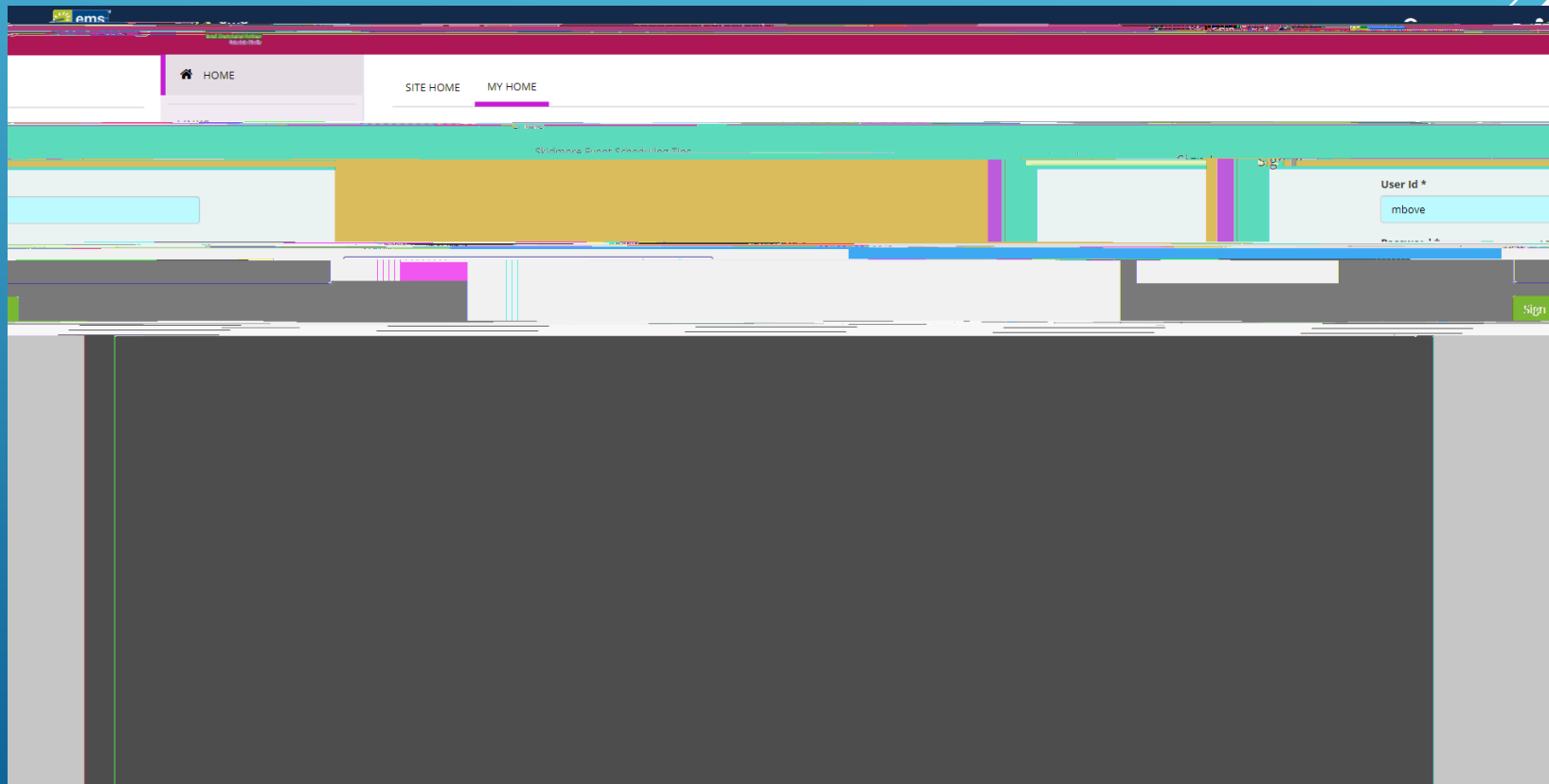


HOW TO REQUEST SERVICES USING EMS

The background is a solid blue gradient. On the right side, there are several white, parallel diagonal lines that sweep upwards from the bottom towards the top right corner, creating a sense of motion and modern design.

Log into EMS

Log in using your Skidmore user name and password



There are 3 ways to submit a Catering Request

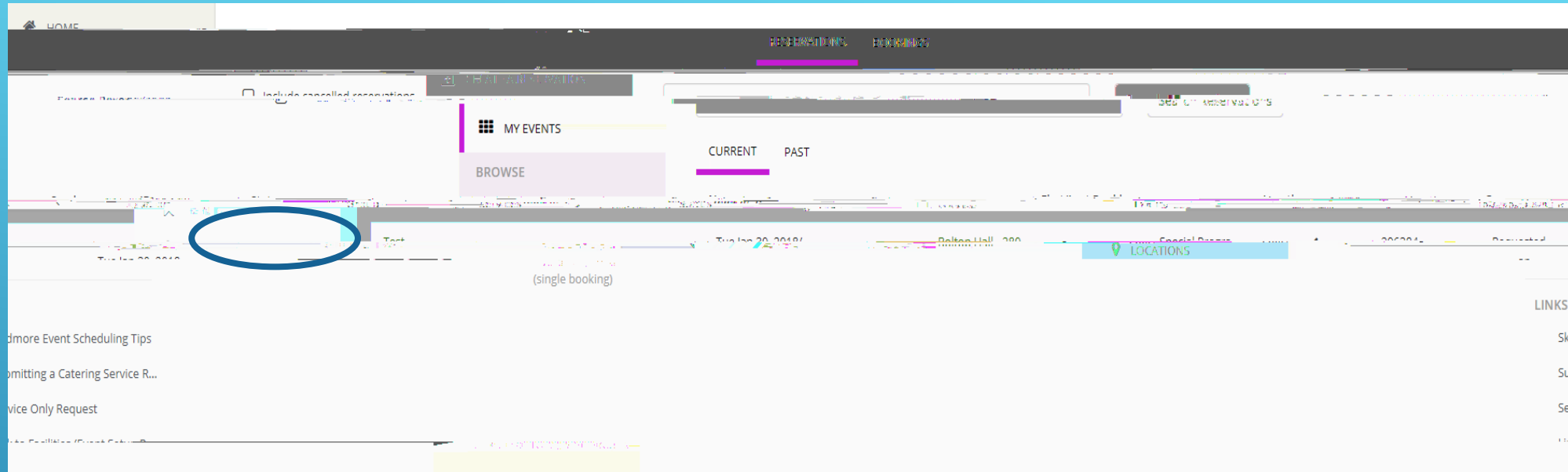
1. At the time of submitting a new space request
 2. After a space request has already been submitted
 3. Catering Only Request
- 
-

Submitting Catering

The image shows a screenshot of a website's navigation and header section. The top navigation bar includes a home icon and the text "HOME", a "CREATE A RESERVATION" button with a calendar icon, and two menu items: "SITE HOME" (which is highlighted with a yellow underline) and "MY HOME". Below the navigation bar, there is a "BROWSE" link. A prominent green banner contains the text "Event Reservations". To the right of this banner, a pink box contains the text: "Space requests will be reviewed Monday through Friday. Space managers will try to respond to requests within 48 hours." Below this, a blue box contains the text: "Space requests are currently being accepted through May 19, 2018. Dates after May 19, 2018 will be grayed out." A gray box with a question mark icon contains the text: "Click on [?] for more information or help on that page or section." On the right side, there are two links: "How to Request Catering" and "Event Setup Form". At the bottom, there is a "Event Calendar" link. The background of the page is a light gray color.

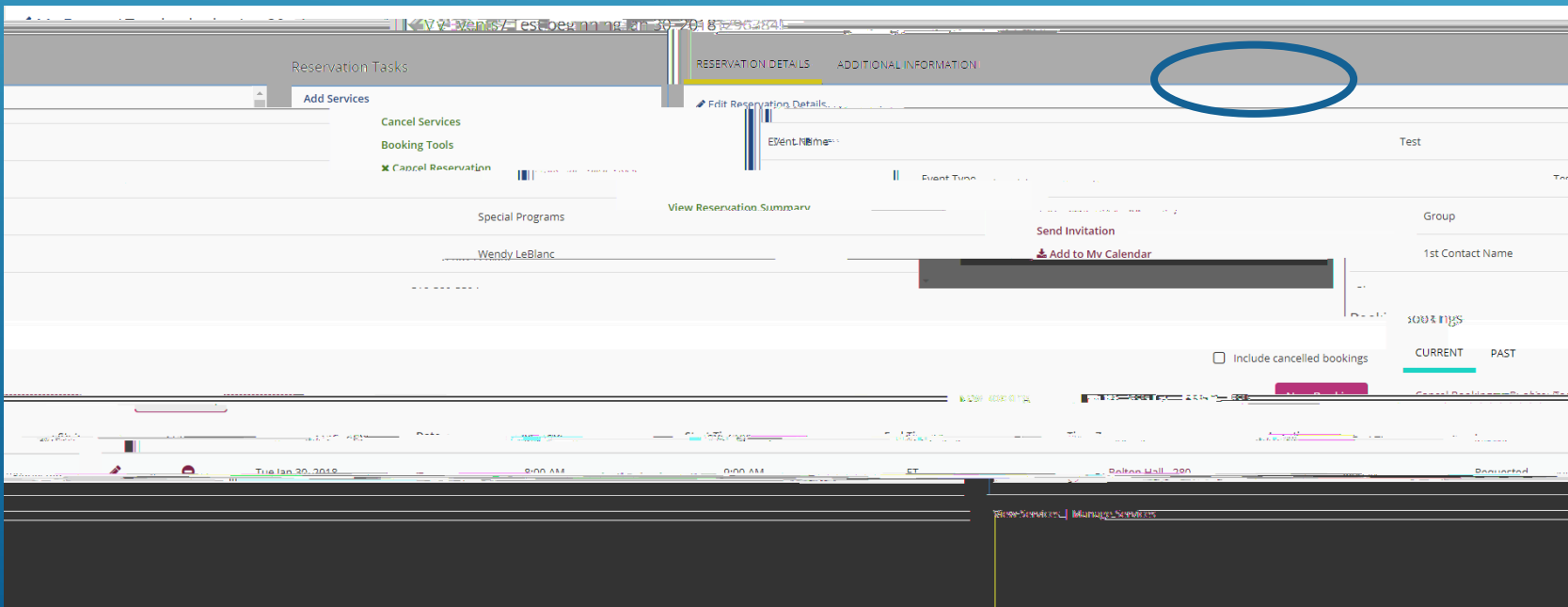
1st:

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



2nd:

Click "Add Services" under the Reservation Tasks



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

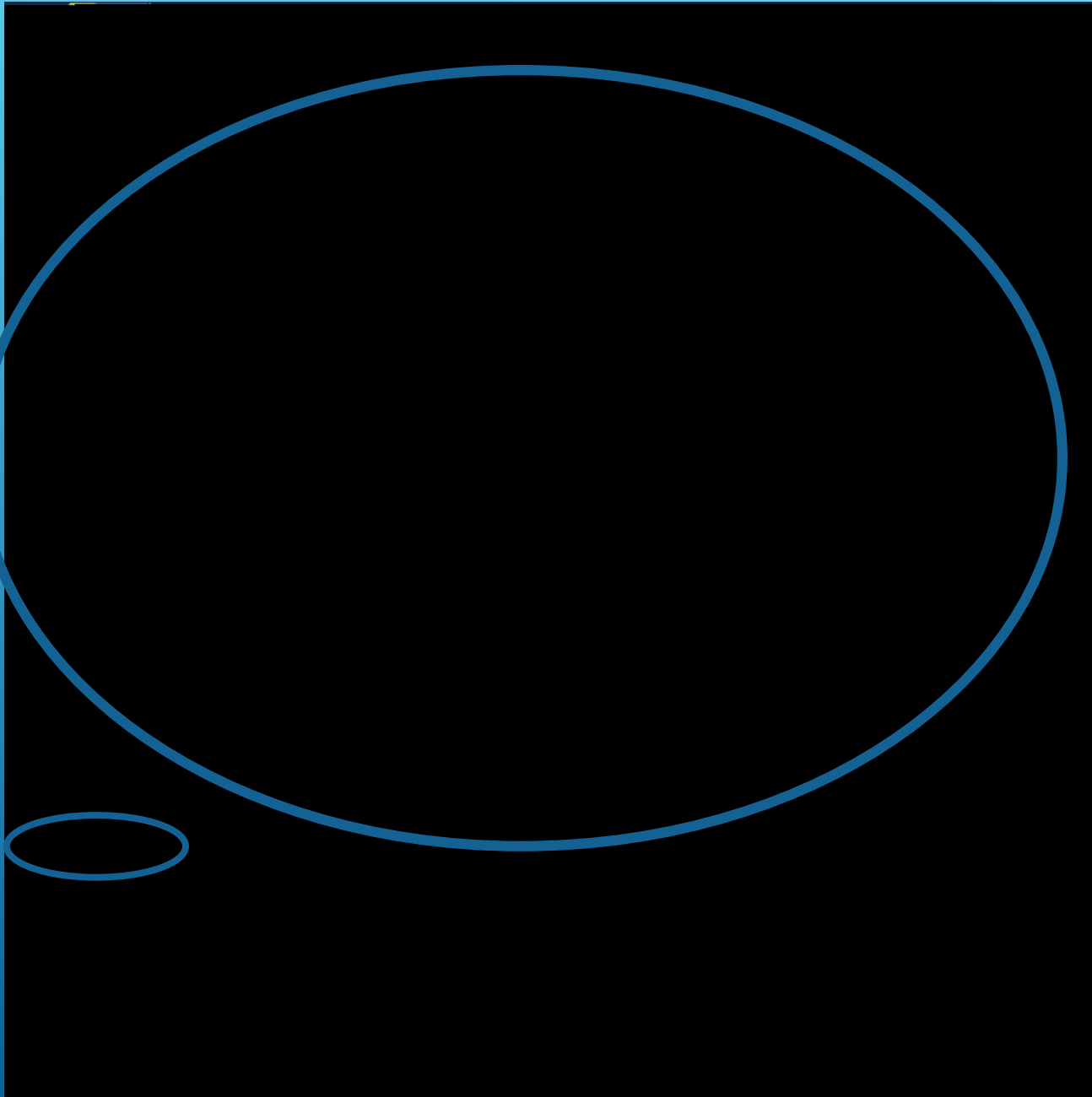
Enter start time as the time catering is to be set up by

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

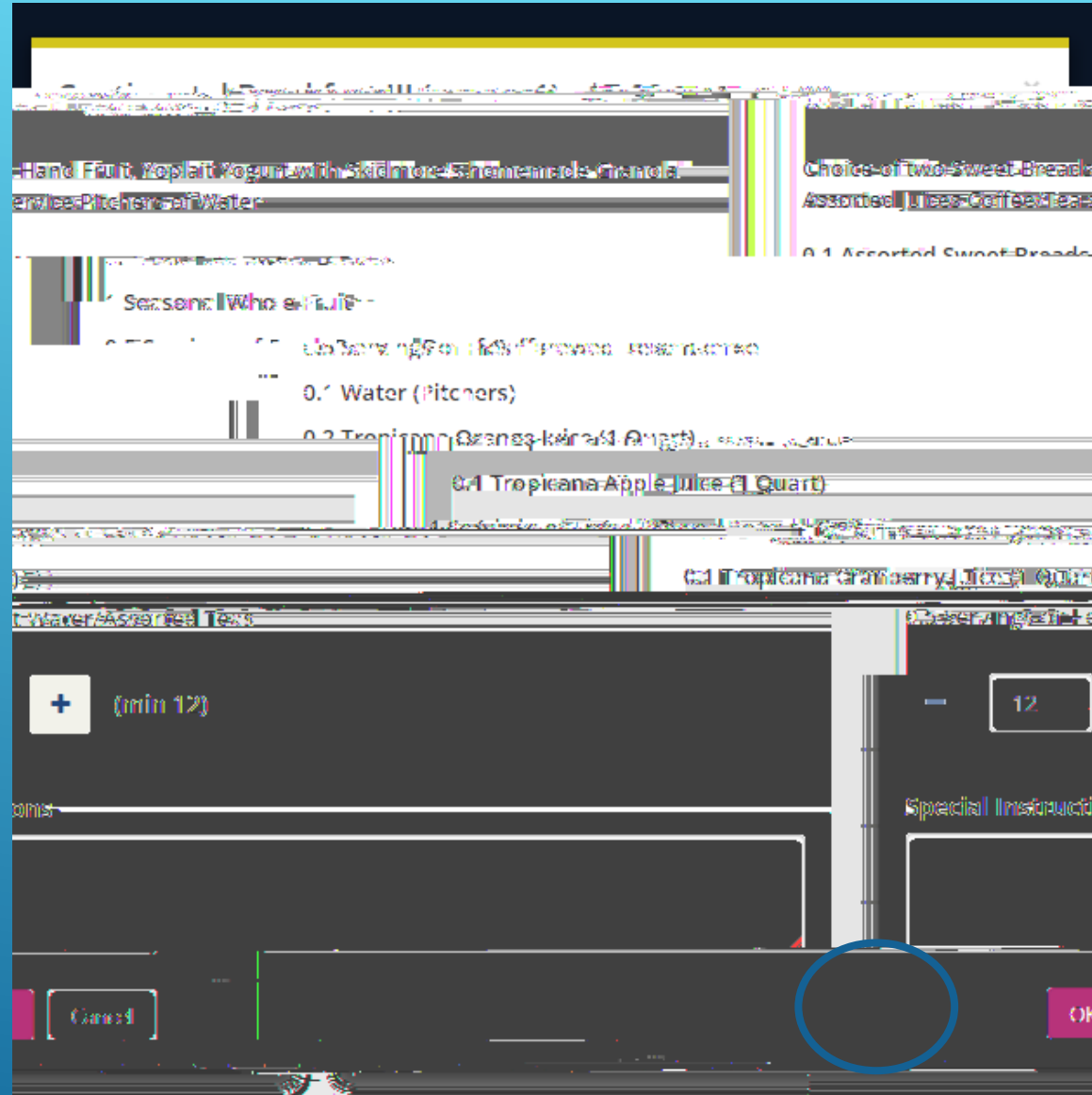


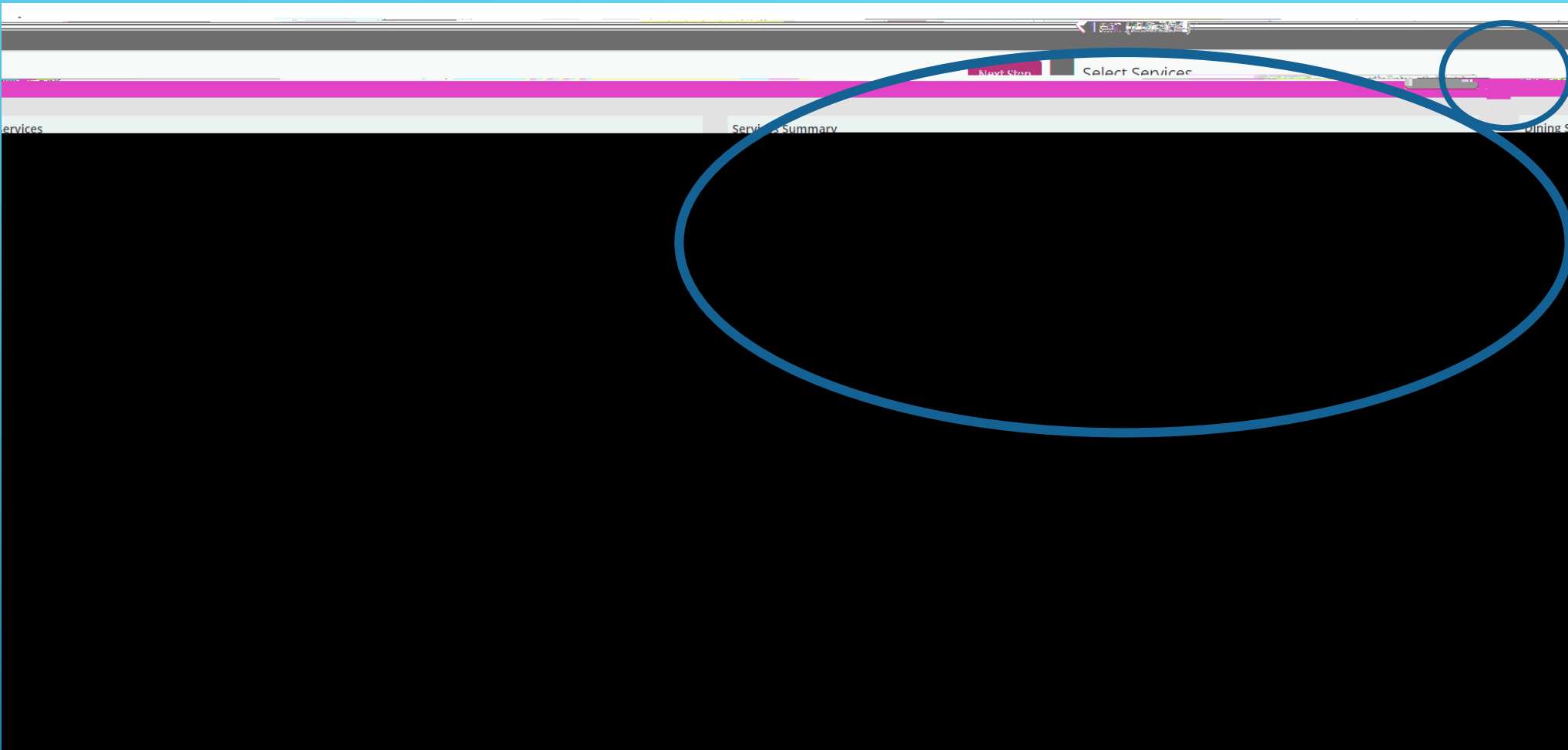
Here is where you will find the details offered for your selected services. Including price and quantity.

If you have any special instruction please enter here



Once finished, click "OK"

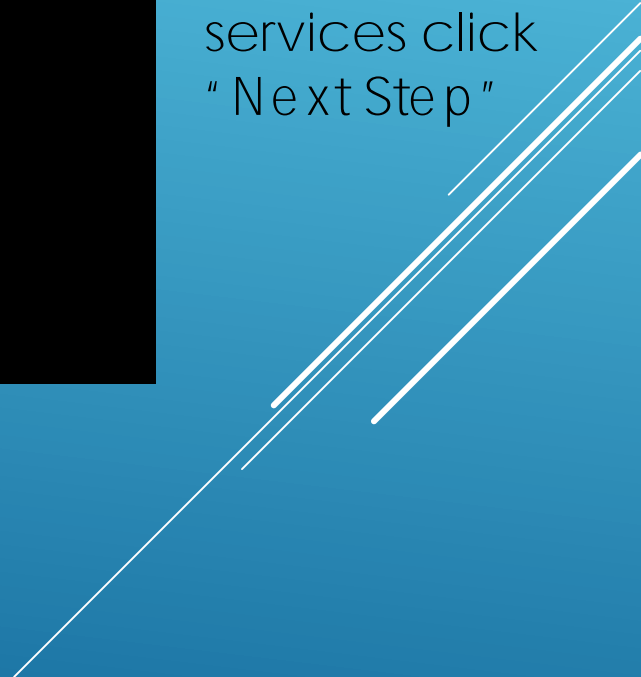




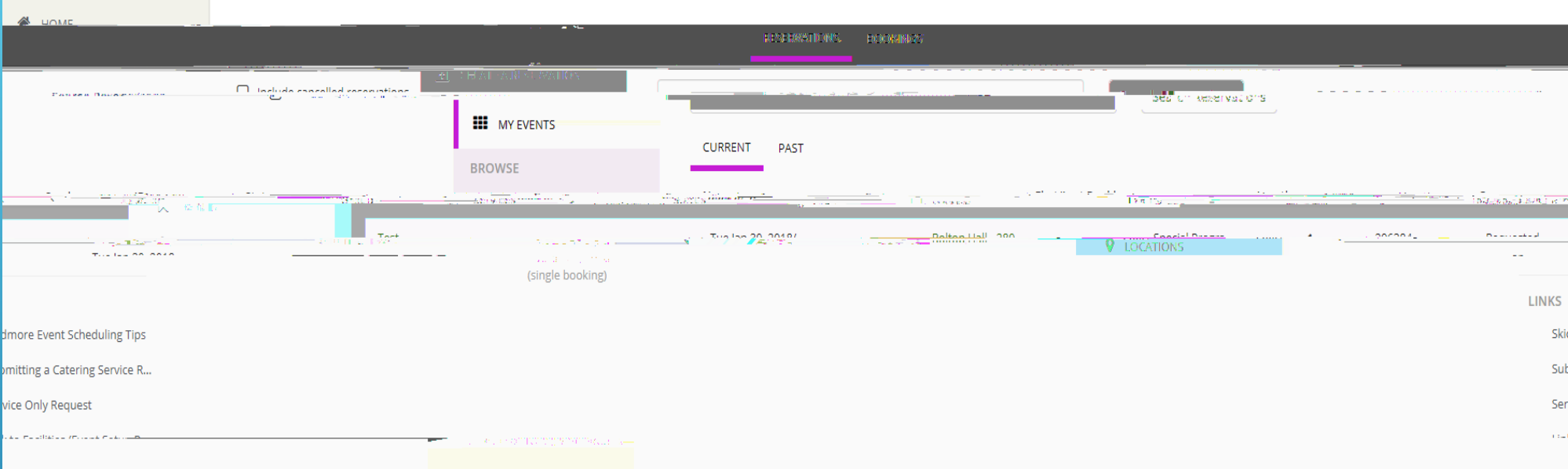
Your selected services will now show here.



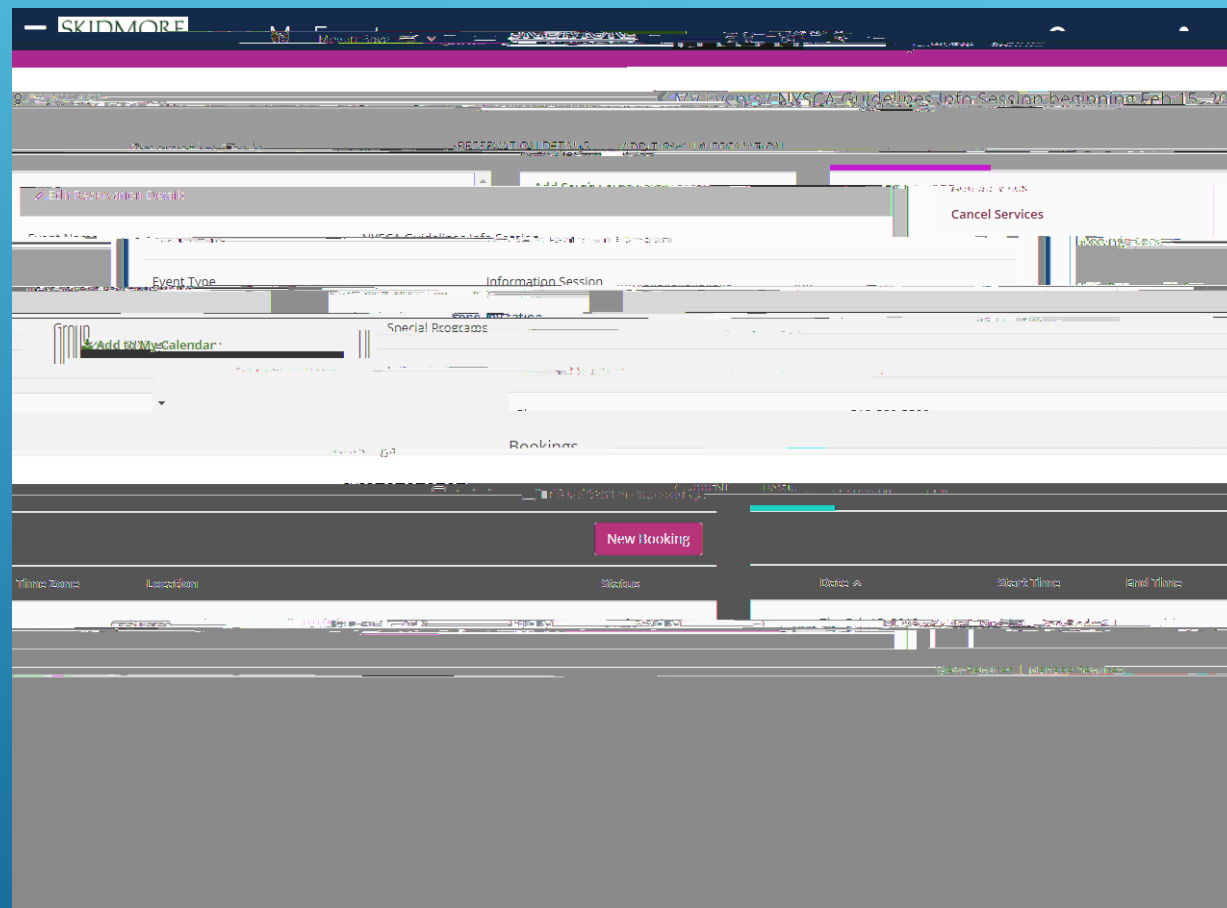
When finished adding services click "Next Step"



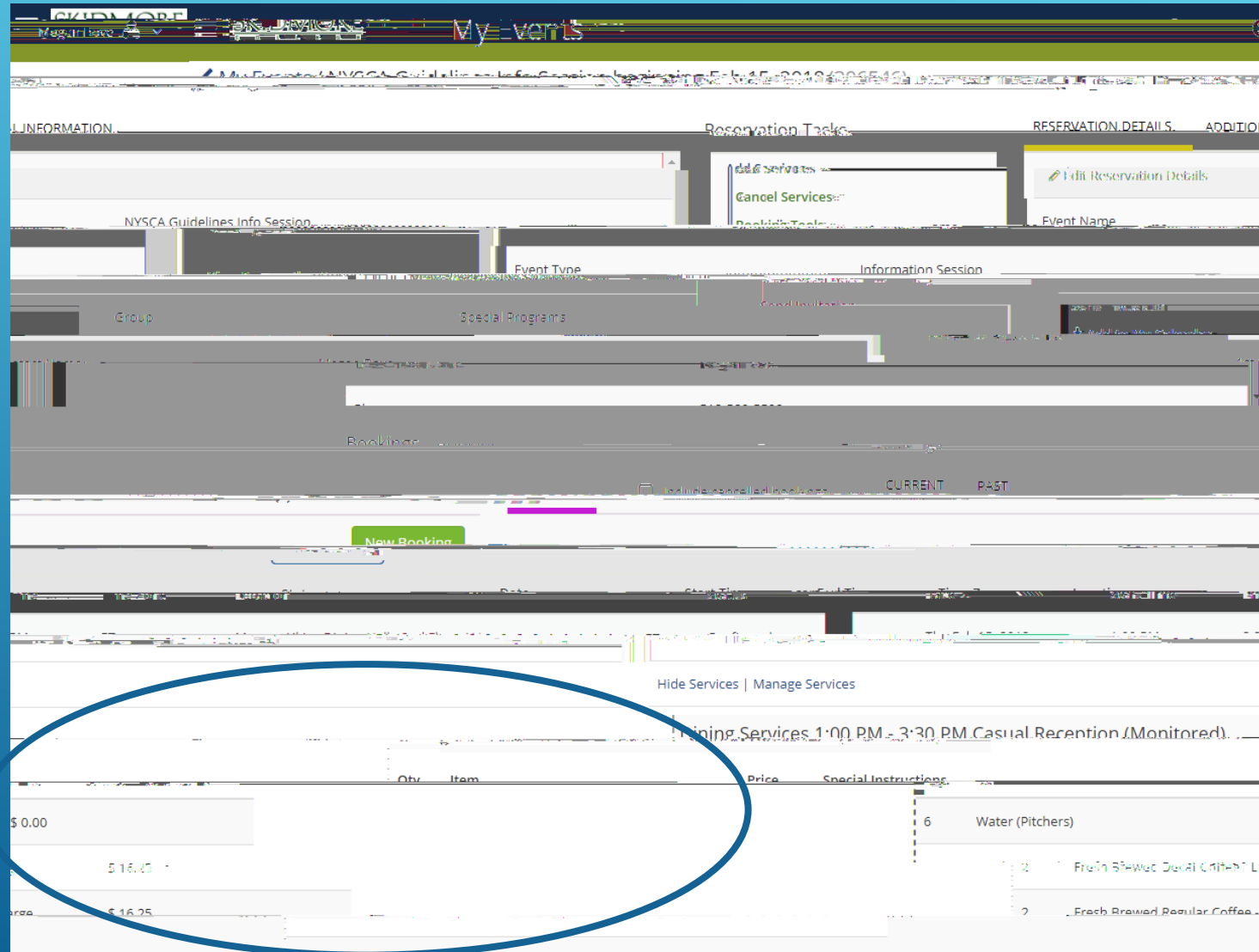
If you are adding 2 services for the same event (example breakfast and lunch) you must create

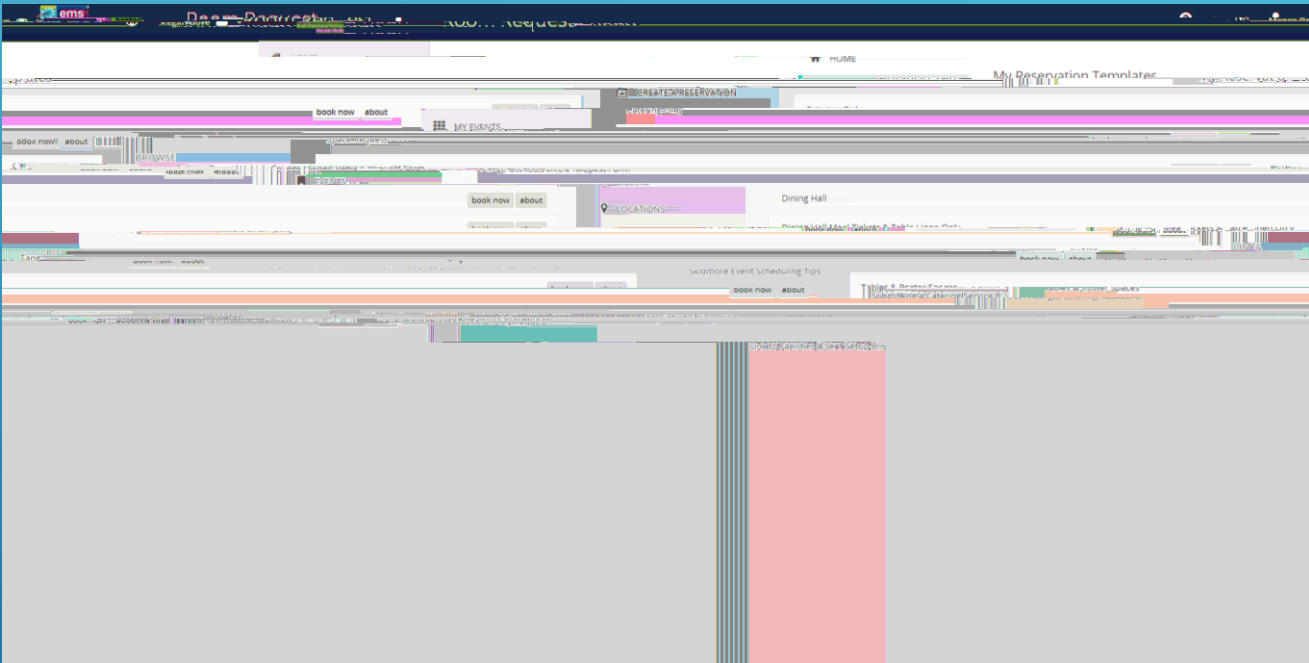


YOU CAN THEN VIEW OR MANAGER YOUR SERVICES ON YOUR EXISITING RESERVATION HERE



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





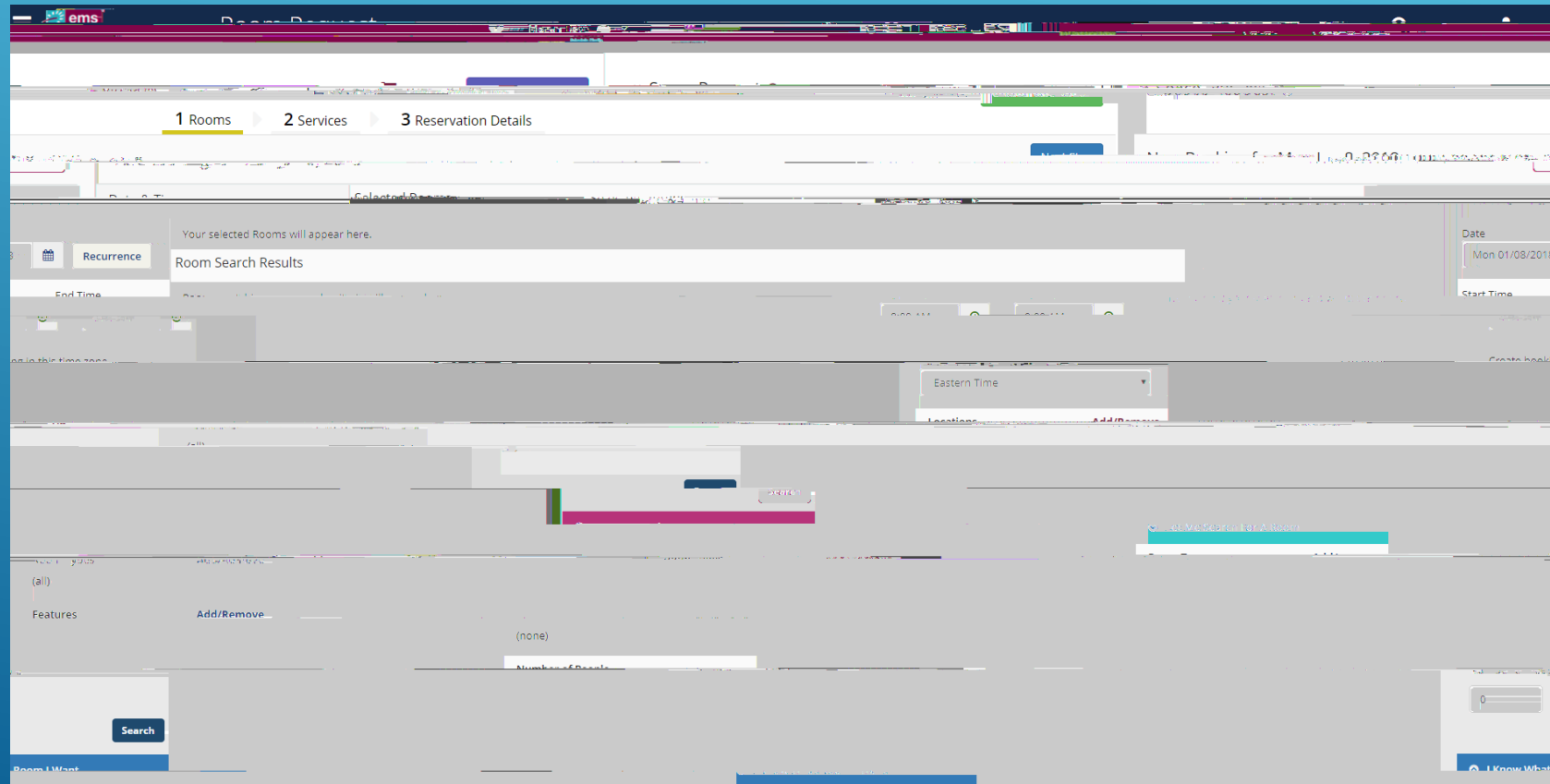
Space Request

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.



Finding a Room



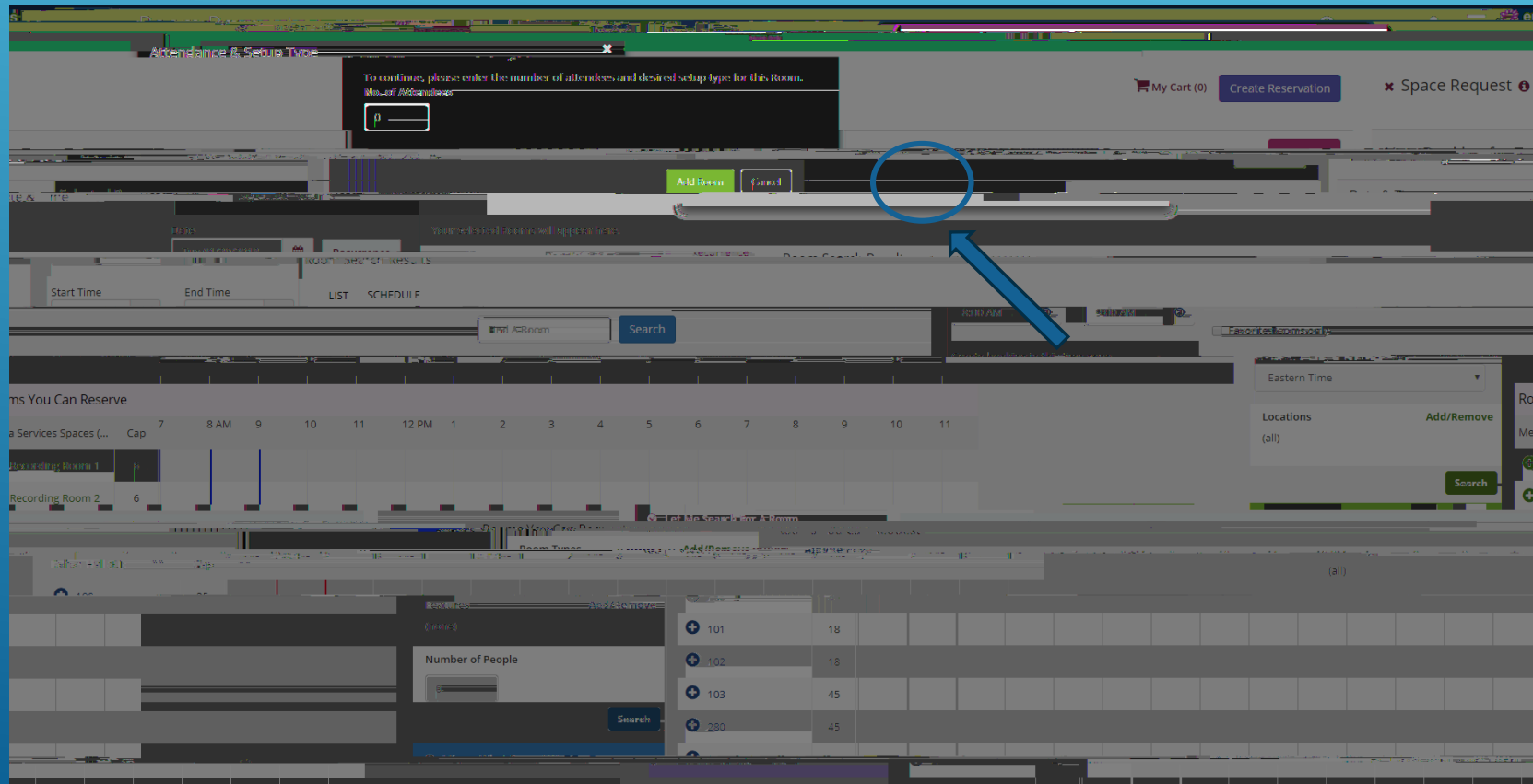
Select one of more room(s) by clicking the blue + sign

The screenshot displays a room reservation interface with a calendar view. The interface is divided into several sections: "Rooms You Can Reserve" at the top right, "Rooms You Can Request" in the middle left, and a list of room options at the bottom. A blue circle highlights a plus sign (+) next to a room entry, with a blue arrow pointing to it from the right. The interface includes a search bar, a "Let Me Search For A Room" button, and a "Number of People" input field. The calendar shows time slots from 8 AM to 11 PM, with various room reservations indicated by colored bars.

Room Name	Capacity
Recording Room 1	6
Recording Room 2	6
101	18
102	18
103	45
282	45
50	50
382	382
Calendar Only #1	100
Calendar Only #2	100
Calendar Only #3	100
Calendar Only #4	100
Calendar Only #5	100

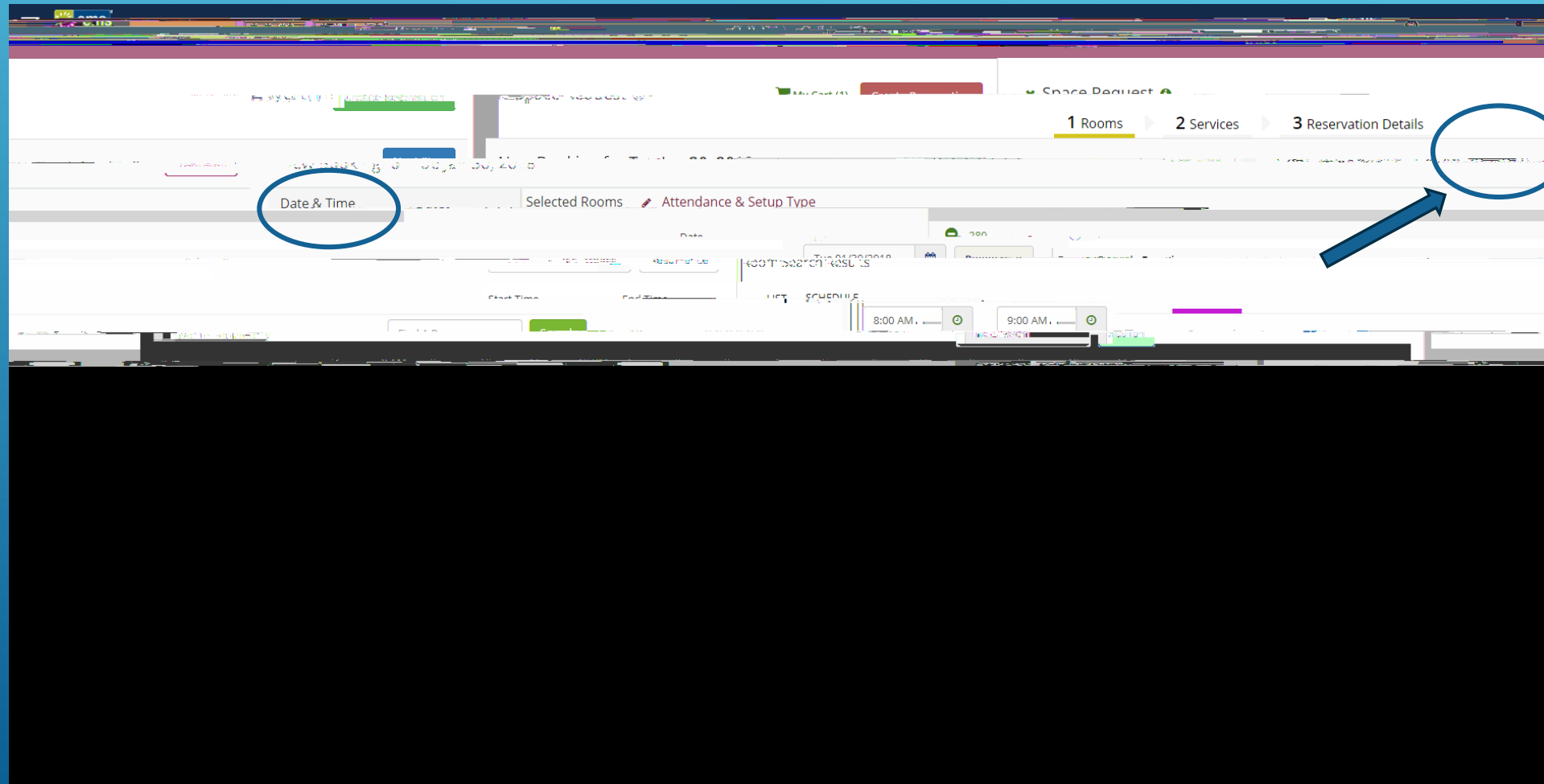
Enter a attendance for your event and click "add room"

*When requesting tables, poster space, etc. enter "1"



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

Click "Next Step"



1 Rooms 2 Senjires 3 Rooms

Next Step

Services For Your Reservation

Services Summary

Item	Description	Price
Breakfast	Breakfast	15.00
Room	Room	100.00
Room Service	Room Service	10.00
Vegetarian	Vegetarian	10.00
Boxed Lunch	Boxed Lunch	10.00
Turkish Crisissant	Turkish Crisissant	5.00
Roasted Lunch	Roasted Lunch	10.00

Are you planning on leaving your room with your car?

No

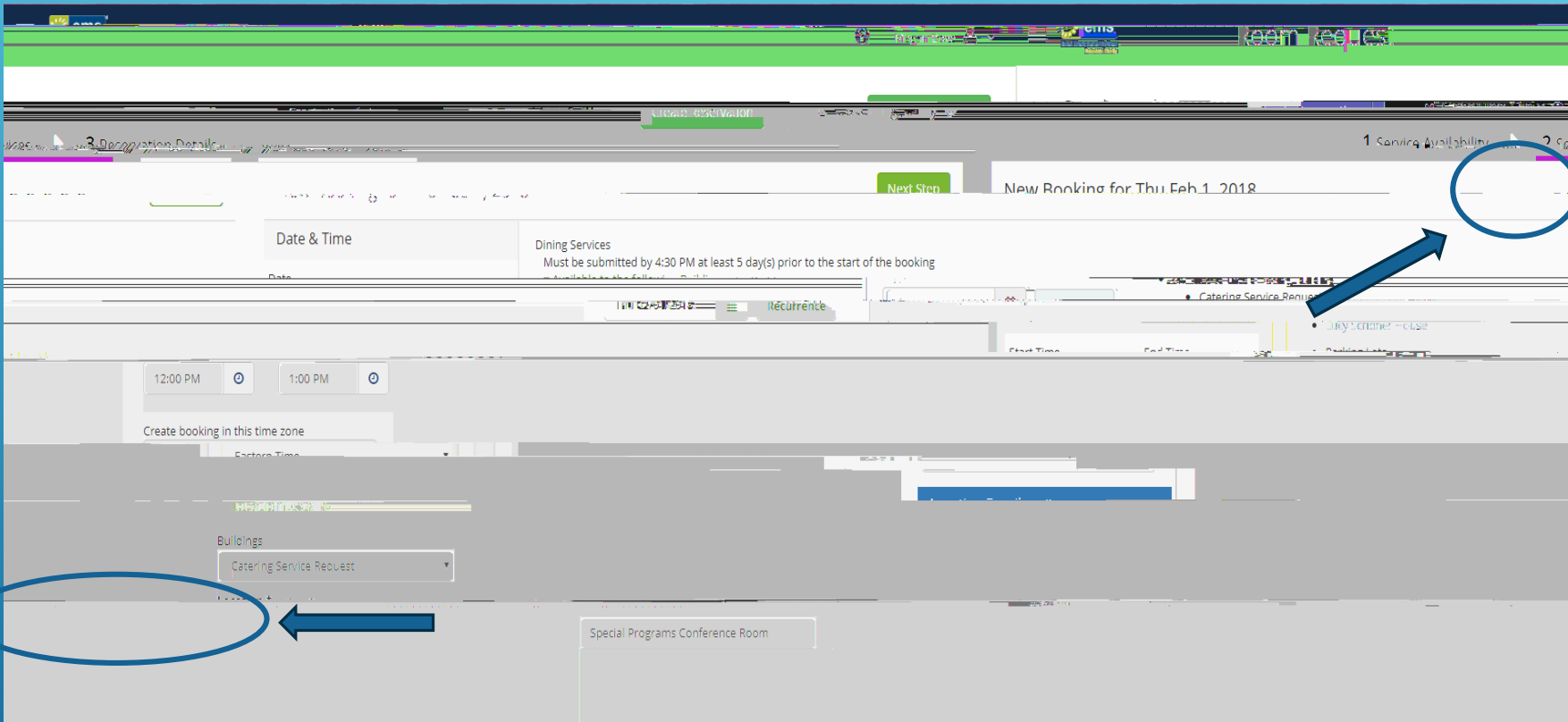
Must Follow

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

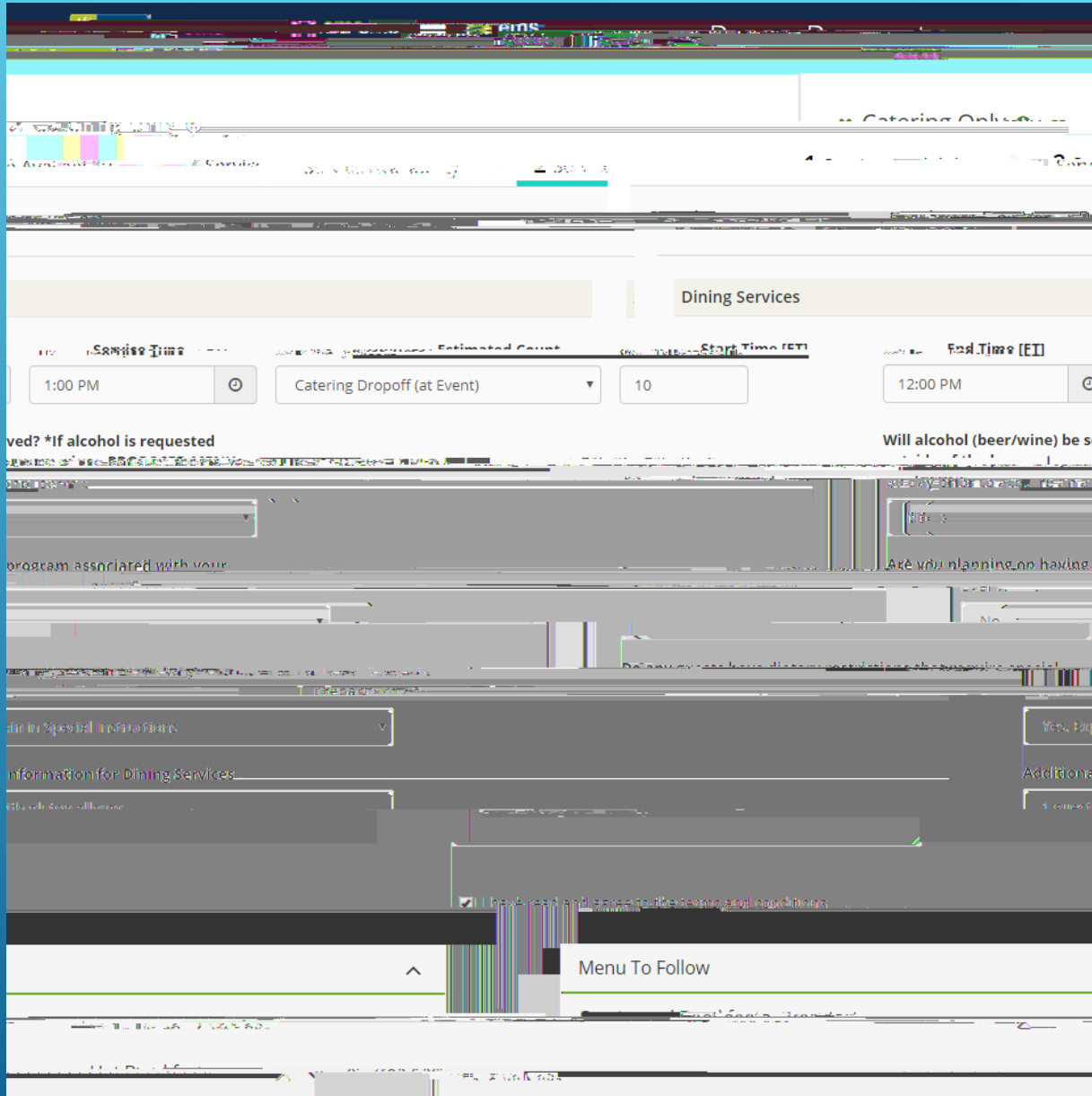
On your home screen, click:

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



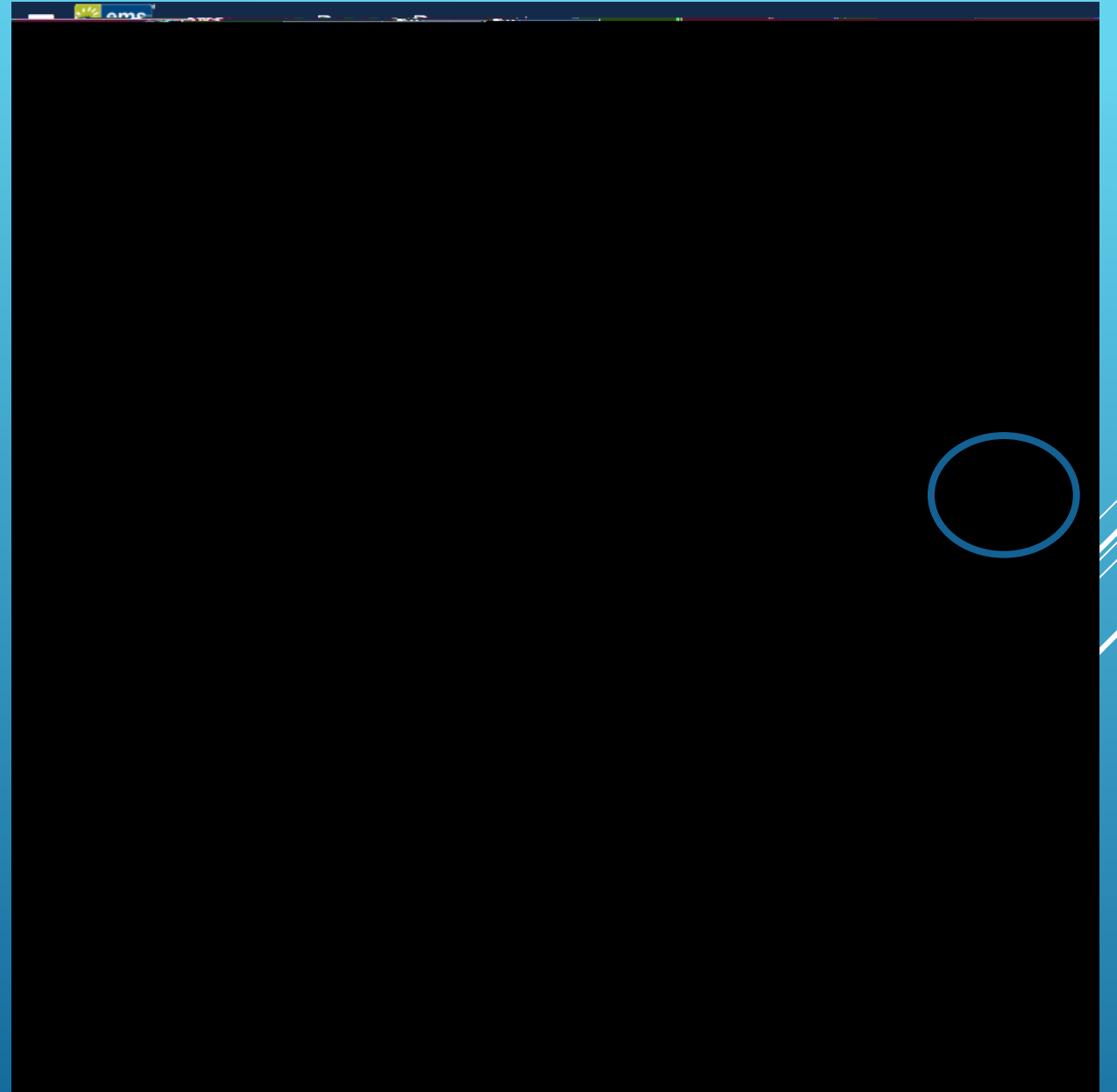


- Fill in date and time you have the space reserved for event
- Leave " Buildings" as Catering Service Request
- Type in specific room where catering is needed in " Location" field
- Click " Next Step "

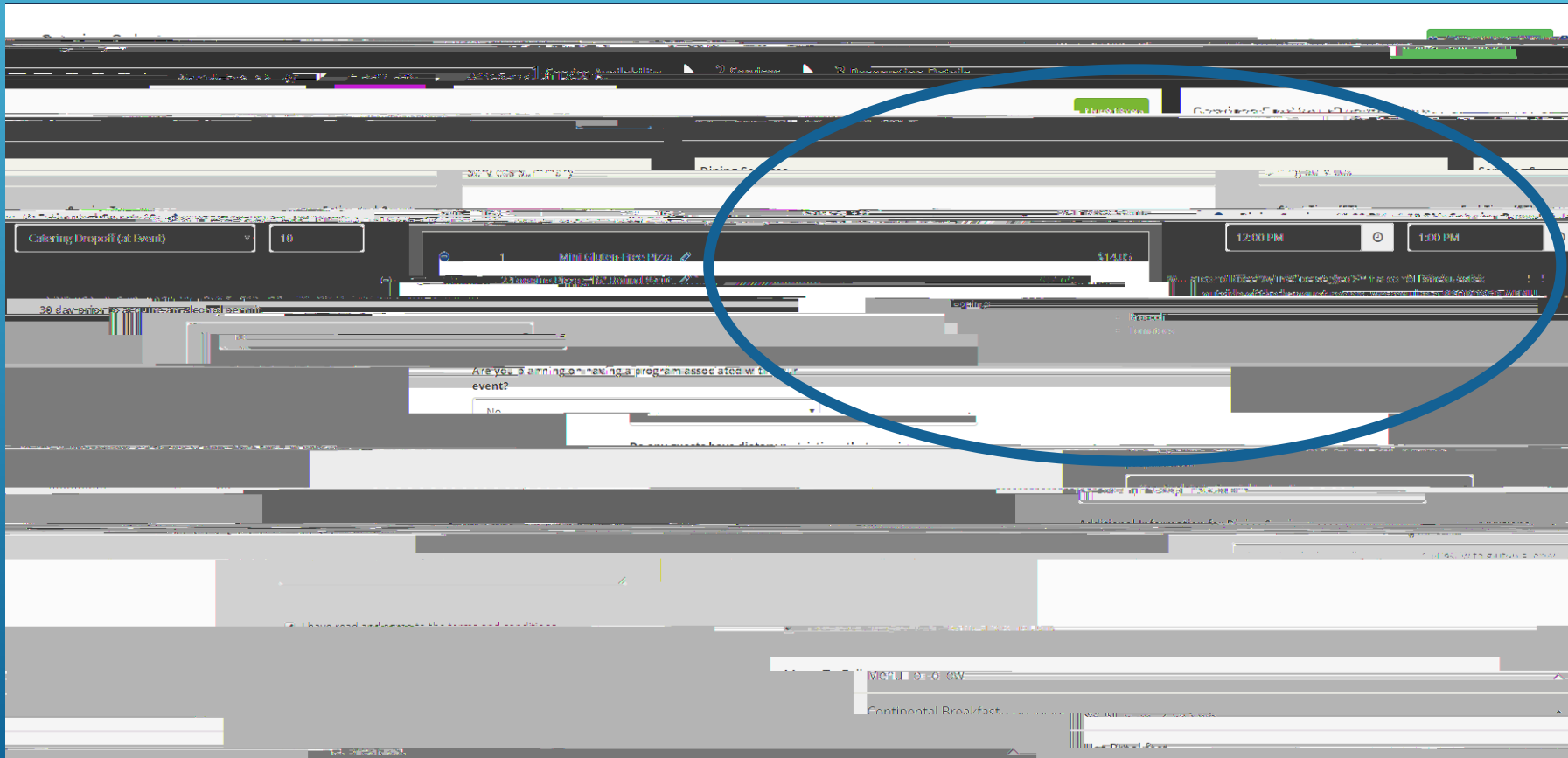


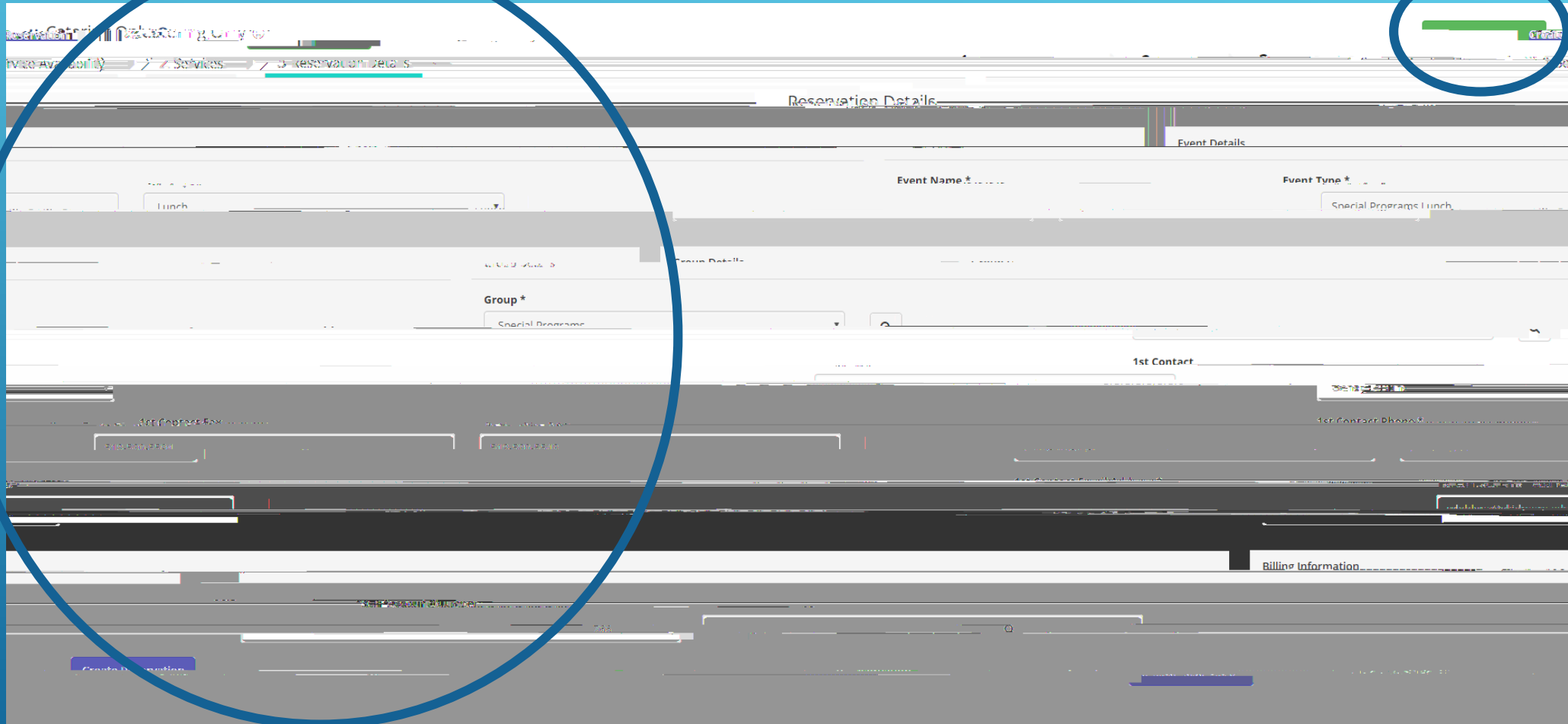
- Fill in time of catering service (this may be different than your event time)
- Select service type(plated, buffet, formal, pick up, drop off etc.)
- Enter estimated headcount
- Answer all appropriate questions
- Check box for " terms and conditions"

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



Your selected services will now appear here





Your request has now been successfully entered! Click "OK"

