

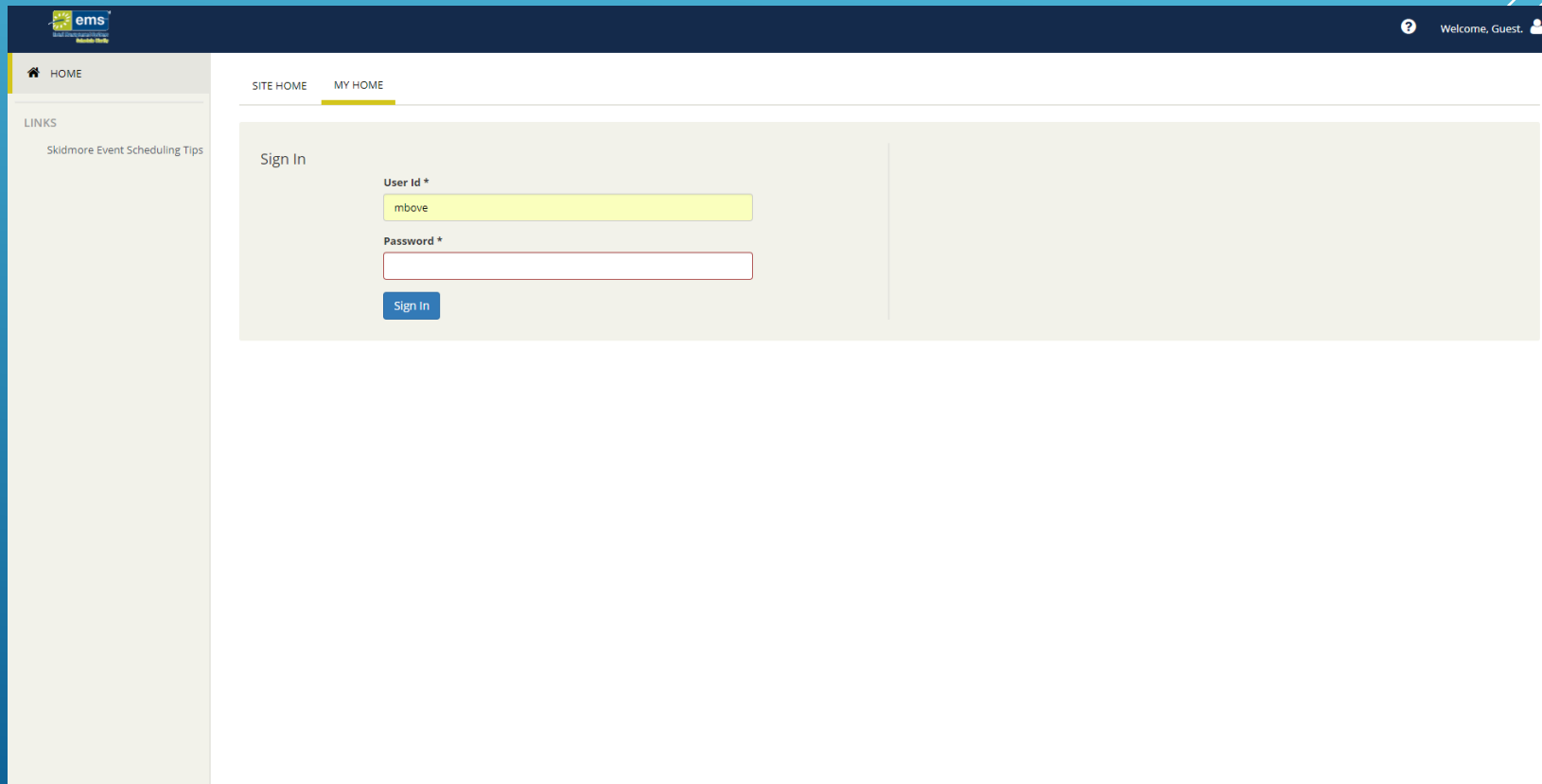
HOW TO REQUEST SERVICES USING VIRTUAL EMS

With Skidmore's online event system

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

Log into EMS

Log in using your Skidmore user name and password



The screenshot shows the EMS (Event Management System) login interface. At the top, there is a dark blue header with the EMS logo on the left and a user greeting "Welcome, Guest." with a help icon on the right. Below the header, a navigation bar contains "HOME" and "MY HOME" tabs, with "MY HOME" being the active tab. On the left side, there is a sidebar with a "LINKS" section containing a link to "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 *". Below these fields is a blue "Sign In" button.

ems

HOME MY HOME

LINKS

Skidmore Event Scheduling Tips

Sign In

User Id *

mbove

Password *

Sign In

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

Several thin, white, parallel diagonal lines are positioned in the bottom right corner of the slide, extending from the right edge towards the center.

Submitting Catering AFTER a space request has been submitted

Click on “My Events” at your home screen

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Event Scheduling Tips

How to Request Catering

Event Setup Form

Event Calendar

SITE HOME MY HOME

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

1st:

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

The screenshot shows a web interface for managing reservations. On the left is a sidebar with navigation links: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE (with sub-links for EVENTS and LOCATIONS), and LINKS (with several utility links). The main content area has tabs for RESERVATIONS and BOOKINGS, with RESERVATIONS selected. Below the tabs is a search bar and a checkbox for 'Include cancelled reservations'. A table below shows reservation details with columns: Name, First/Last Booking, Location, Group, Services, ID, and Status. The first row, with 'Test' in the Name column, is circled in blue.

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

The screenshot shows the 'My Events / Test beginning Jan 30, 2018 (296384)' page. It has two tabs: RESERVATION DETAILS (selected) and ADDITIONAL INFORMATION. Below the tabs is an 'Edit Reservation Details' link. A table shows event details: Event Name (Test), Event Type (Test), Group (Special Programs), and 1st Contact Name (Wendy LeBlanc). Below this is a 'Bookings' section with tabs for CURRENT and PAST, and a 'New Booking' button. A table shows booking details: Date (Tue Jan 30, 2018), Start Time (8:00 AM), End Time (9:00 AM), Time Zone (ET), Location (Bolton Hall - 280), and Status (Requested). On the right side of the page, a 'Reservation Tasks' menu is open, with the 'Add Services' option circled in blue.

Reservation Tasks

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

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

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



My Events

☒ 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

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

-

12

+

(min 12)

Special Instructions

OK

Cancel

Select Services

Dining Services

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

Next Step

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*.

1

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...

RESERVATIONSBOOKINGS

Search Reservations

☐ Include cancelled reservations

CURRENTPAST

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

CURRENTPAST

Cancel BookingsBooking 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

Reservation Tools

Add Services

Cancel Services

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

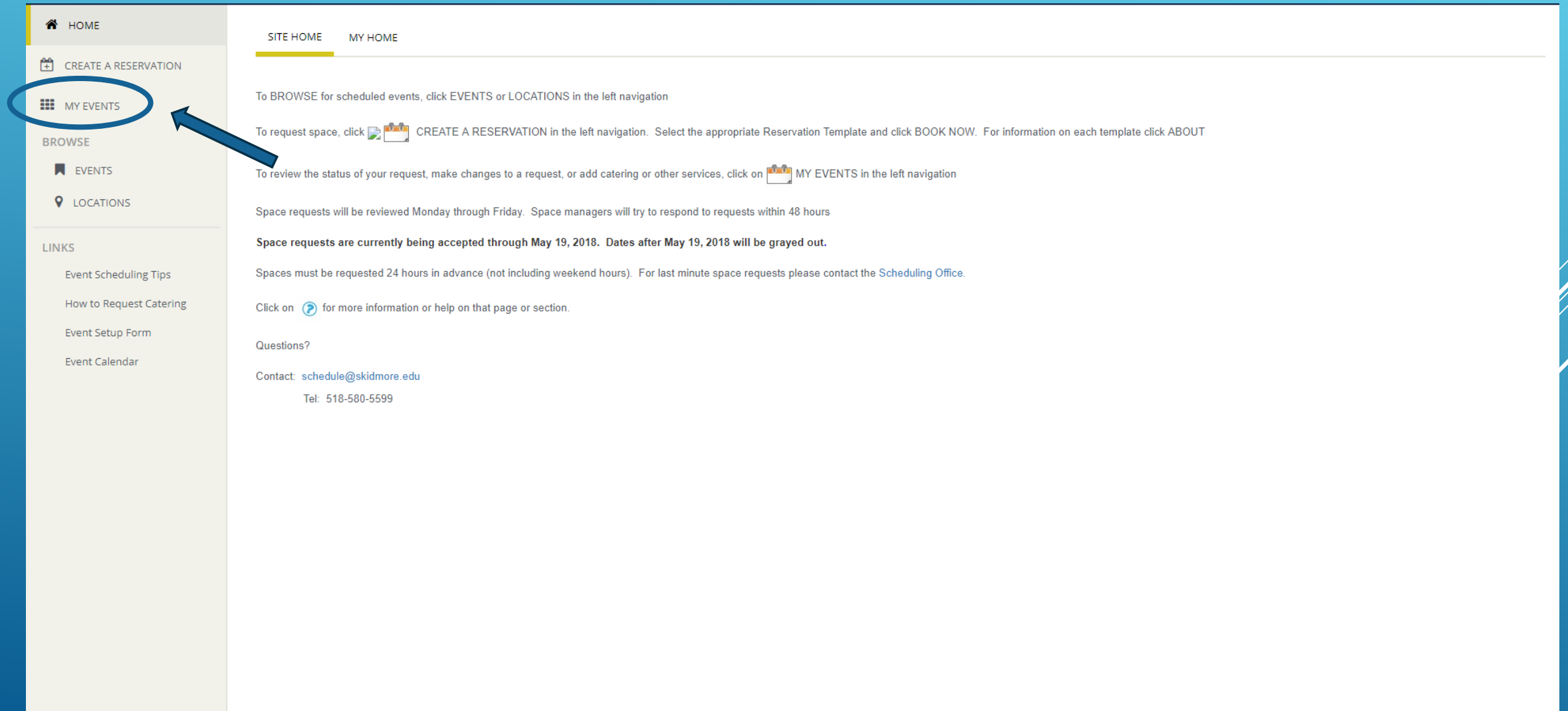
Go back to “My Events”, click your event name then “add Services”. Now you can add your second catering request.

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

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

Several thin, parallel white lines of varying lengths are positioned in the bottom right corner of the slide, angled upwards from left to right.

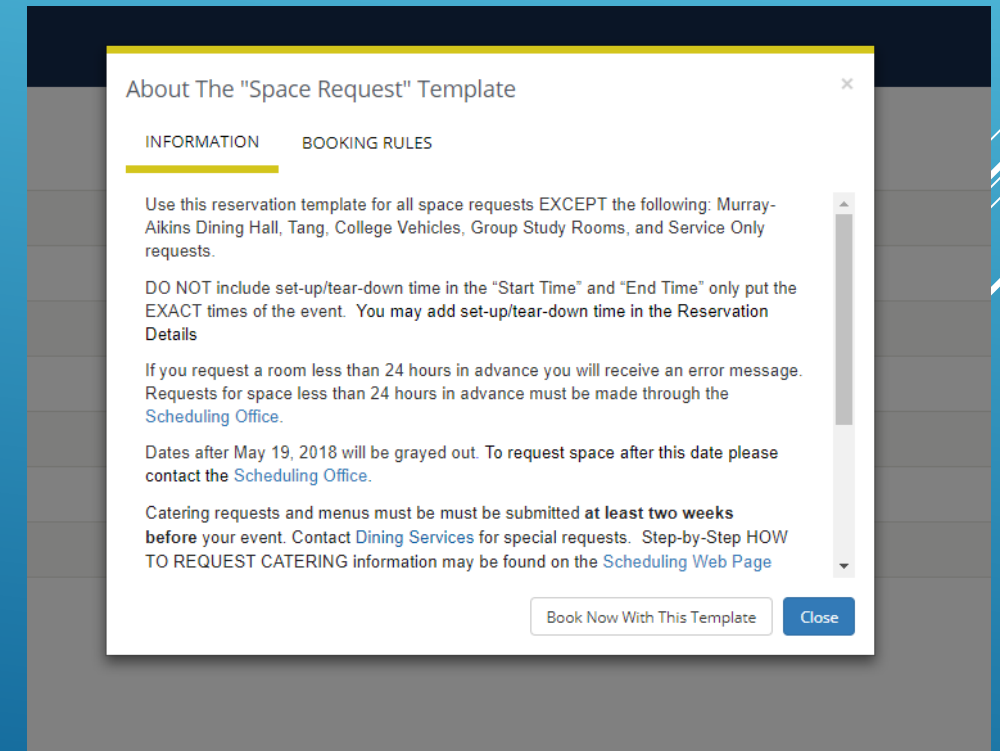
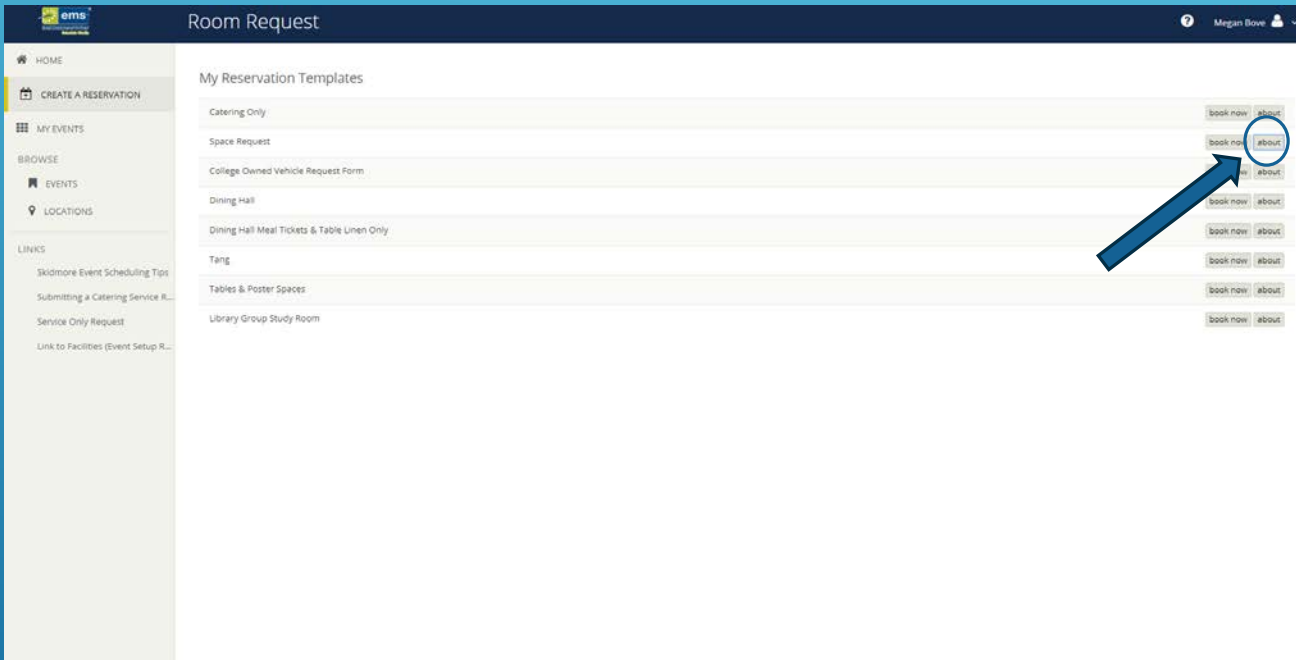
To submit a space/service request click on “Create a Reservation”



The screenshot displays a web application interface for managing reservations. On the left, a vertical navigation menu contains the following items: 'HOME' (with a house icon), 'CREATE A RESERVATION' (with a plus icon), 'MY EVENTS' (with a calendar icon, circled in blue and pointed to by a blue arrow), 'BROWSE', 'EVENTS' (with a calendar icon), and 'LOCATIONS' (with a location pin icon). Below these is a 'LINKS' section with links for 'Event Scheduling Tips', 'How to Request Catering', 'Event Setup Form', and 'Event Calendar'. The main content area at the top has tabs for 'SITE HOME' and 'MY HOME'. The 'MY HOME' tab is active. The main content area includes the following 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', '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', and 'Tel: 518-580-5599'.

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

The “About” icons list information about each template



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' form in the Ems system. The form is titled 'Room Request' and has a user profile 'Megan Bove' in the top right. The main heading is 'Space Request' with a sub-heading 'New Booking for Mon Jan 8, 2018'. The form is divided into three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The '1 Rooms' tab is active. The 'Date & Time' section is highlighted with a blue circle and a blue arrow. This section includes a 'Date' field set to 'Mon 01/08/2018', a 'Recurrence' button, 'Start Time' (8:00 AM) and 'End Time' (9:00 AM) fields, a 'Create booking in this time zone' dropdown set to 'Eastern Time', and a 'Locations' section with an 'Add/Remove' button. Below this is a 'Search' button. The 'Room Search Results' section is empty, showing 'Your selected Rooms will appear here.' and 'Rooms matching your search criteria will appear here.' The bottom of the form has two main sections: 'Let Me Search For A Room' and 'I Know What Room I Want'. The 'Let Me Search For A Room' section includes 'Room Types' (all), 'Features' (none), and 'Number of People' (0), each with an 'Add/Remove' button and a 'Search' button. The 'I Know What Room I Want' section is currently inactive.

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 shows the 'Room Request' web application interface. The top navigation bar includes the 'ems' logo, the title 'Room Request', a user profile for 'Megan Bove', and a 'Create Reservation' button. Below the navigation bar, there are three tabs: '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 interface is divided into two main sections: 'Date & Time' and 'Selected Rooms'. The 'Date & Time' section contains fields for 'Date' (Mon 01/08/2018), 'Start Time' (8:00 AM), 'End Time' (9:00 AM), and 'Create booking in this time zone' (Eastern Time). The 'Selected Rooms' section contains a 'Room Search Results' area. Two blue circles with arrows point to specific 'Search' buttons. The first circle points to a 'Search' button located below the 'Locations' section, with an arrow pointing to it from the text 'View all available rooms'. The second circle points to a 'Search' button located below the 'Number of People' section, with an arrow pointing to it from the text 'Modify your search by certain criteria's (classroom, white board, capacity, etc.)'.

Room Request

Space Request

1 Rooms 2 Services 3 Reservation Details

New Booking for Mon Jan 8, 2018

Date & Time

Date: Mon 01/08/2018

Start Time: 8:00 AM

End Time: 9:00 AM

Create booking in this time zone: Eastern Time

Locations: (all)

Search

Let Me Search For A Room

Room Types: (all)

Features: (none)

Number of People: 0

Search

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

View all available rooms

Modify your search by certain criteria's (classroom, white board, capacity, etc.)

All Available Rooms

A list of all available rooms on campus will appear for your date and time requested.

[illegible]

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

The screenshot displays the "Room Request" application interface. On the left sidebar, there are several filter sections:

- Custom Time**: A date range selector.
- Locations**: A dropdown menu set to "(all)".
- Room Types**: A dropdown menu set to "(all)".
- Features**: A dropdown menu set to "(none)".
- Number of People**: An input field containing "0".

Below these filters are two main action buttons: "Let Me Search For A Room" (highlighted with a red circle) and "I Know What Room I Want".

The main content area shows two sections of room availability:

Rooms You Can Reserve

	Cap	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Media Services Spaces (...)	Cap																	
+ Recording Room 1	6																	
+ Recording Room 2	6																	

Rooms You Can Request

	Cap	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Bolton Hall (ET)	Cap																	
+ 100	35																	
+ 101	18																	
+ 102	18																	
+ 103	45																	
+ 280	45																	
+ 281	45																	
+ 282	45																	
+ 382	50																	
Calendar Only (ET)	Cap																	
+ Calendar Only	100																	
+ Calendar Only #1	100																	
+ Calendar Only #2	100																	
+ Calendar Only #3	100																	
+ Calendar Only #4	100																	
+ Calendar Only #5	100																	
Case Center (ET)	Cap																	
+ Case Center Small	40																	

A blue arrow points from the "I Know What Room I Want" button to the "+ 281" room entry in the "Rooms You Can Request" section.

Enter attendance for your event and click “add room”

*When requesting tables, poster space, etc. enter “1”

The screenshot shows the 'Room Request' interface. A modal titled 'Attendance & Setup Type' is open, prompting the user to enter the number of attendees and the desired setup type for the room. The modal contains a text input field with the value '0' and two buttons: 'Add Room' (highlighted with a blue circle and an arrow) and 'Cancel'.

Room Request Interface Details:

- Header:** ems logo, Room Request, user profile (Megan Bove).
- Left Sidebar:**
 - Space Request:** New Booking for Tue Jan 30, 2018.
 - Date & Time:** Date (Tue 01/30/2018), Start Time (8:00 AM), End Time (9:00 AM), Time Zone (Eastern Time).
 - Locations:** (all), Add/Remove, Search.
 - Room Types:** (all), Add/Remove.
 - Features:** (none), Add/Remove.
 - Number of People:** 0, Search.
 - Let Me Search For A Room** (selected).
 - I Know What Room I Want** (unselected).
- Main Content Area:**
 - Selected Rooms:** Your selected Rooms will appear here.
 - Room Search Results:** LIST, SCHEDULE tabs. Includes a 'Find A Room' search bar.
 - Rooms You Can Reserve:** Table with columns for room name, capacity, and time slots (7 AM to 11 PM). Rows include Media Services Spaces, Recording Room 1, and Recording Room 2.
 - Rooms You Can Request:** Table with columns for room name, capacity, and time slots (7 AM to 11 PM). Rows include Bolton Hall (ET) and various numbered rooms (100, 101, 102, 103, 280, 281, 282).

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

Click “Next Step”

Room Request

Space Request

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Jan 30, 2018

Date & Time

Date: Tue 01/30/2018

Start Time: 8:00 AM

End Time: 9:00 AM

Create booking in this time zone: Eastern Time

Locations: (all)

Room Types: (all)

Features: (none)

Number of People: 0

Selected Rooms

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

Find A Room Search

Rooms You Can Reserve

Media Services Spaces (...)	Cap	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
+ Recording Room 1	6																	
+ Recording Room 2	6																	

Rooms You Can Request

Bolton Hall (ET)	Cap	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
+ 100	35																	
+ 101	18																	
+ 102	18																	
+ 103	45																	
280	45																	
+ 281	45																	
+ 282	45																	

My Cart (1) Create Reservation

Next Step

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

1 Space Request

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

2 Next Step

Services For Your Reservation

Dining Services

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

Menu To Follow

Continental Breakfast

Hot Breakfast

Breakfast Staples (A La Carte)

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

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 shows the EMS Room Request interface. On the left sidebar, the 'CREATE A RESERVATION' button is circled in blue and labeled with a red '1'. In the main content area, under 'My Reservation Templates', the 'Catering Only' template is circled in blue and labeled with a red '2'. On the right side of the interface, the 'book now' button for the first template is circled in blue and labeled with a red '3'. A blue arrow points from the 'Catering Only' template to the 'book now' button.

ems
Room Request

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...

My Reservation Templates

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

The screenshot shows the 'Room Request' form in the 'ems' system. The form is titled 'Room Request' and has a user profile 'Megan Bove' in the top right. The form is divided into three steps: '1 Service Availability', '2 Services', and '3 Reservation Details'. The '1 Service Availability' step is active. The form includes a 'Date & Time' section with fields for 'Date' (Thu 02/01/2018), 'Start Time' (12:00 PM), and 'End Time' (1:00 PM). There is a 'Recurrence' button and a 'Create booking in this time zone' dropdown set to 'Eastern Time'. The 'Location Details' section has a 'Buildings' dropdown set to 'Catering Service Request' and a 'Location *' dropdown set to 'Special Programs Conference Room'. A 'Dining Services' section lists 'Catering Service Request', 'Lucy Scribner House', and 'Parking Lots'. A 'Next Step' button is circled in blue, and a blue arrow points to it. Another blue arrow points to the 'Location *' dropdown.

ems
Room Request

Megan Bove

× Catering Only ⓘ

1 Service Availability 2 Services 3 Reservation Details

Create Reservation

New Booking for Thu Feb 1, 2018

Date & Time

Date
Thu 02/01/2018 Recurrence

Start Time End Time
12:00 PM 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”

The screenshot shows a web form titled 'Room Request' with the 'ems' logo. A blue circle highlights the 'Dining Services' section. The form includes a 'Catering Only' toggle, a progress bar with '1 Service Availability' and '2 Service' steps, and a 'Services For Your Reservation' header. The 'Dining Services' section contains fields for 'Start Time [ET]' (12:00 PM), 'End Time [ET]' (1:00 PM), 'Service Type' (Catering Dropoff (at Event)), and 'Estimated Count' (10). Below these are three questions with dropdown menus: 'Will alcohol (beer/wine) be served?' (No), 'Are you planning on having a program associated with your event?' (No), and 'Do any guests have dietary restrictions that require special preparation?' (Yes, Explain in Special Instructions). An 'Additional Information for Dining Services' text area contains '1 guest with gluten allergy'. A checkbox 'I have read and agree to the terms and conditions' is checked. At the bottom, there are three menu options: 'Menu To Follow', 'Continental Breakfast', and 'Hot Breakfast', each with an upward arrow.

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

Cheese Pizza - 16" Round 8-cut

Supreme Pizza - 16" Round 8-cut

2 Topping Pizza - 16" Round 8-cut

White Pizza with Broccoli - 16" Round 8-cut

1 Topping Pizza - Square 24-cut

Mini Gluten-Free Pizza

Veggie Pizza - 16" Round 8-cut

1 Topping Pizza - 16" Round 8-cut

3 Topping Pizza - 16" Round 8-cut

Cheese Pizza - Square 24-cut

Mini Dairy-Free Pizza (Vegan)

Party Platters (A La Carte)

Cold Appetizers

Hot Appetizers

Snack Break (A La Carte)

Heavy Hors D'oeuvres

Catering Only

Create Reservation

1 Service Availability

2 Services

3 Reservation Details

Services For Your 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)

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

Services Summary

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

Mini Gluten-Free Pizza

\$14.05

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	
766 Q	

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

x Catering Only ⓘ

1 Service Availability ▶ 2 Services ▶ **3 Reservation Details**

Reservation Details

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

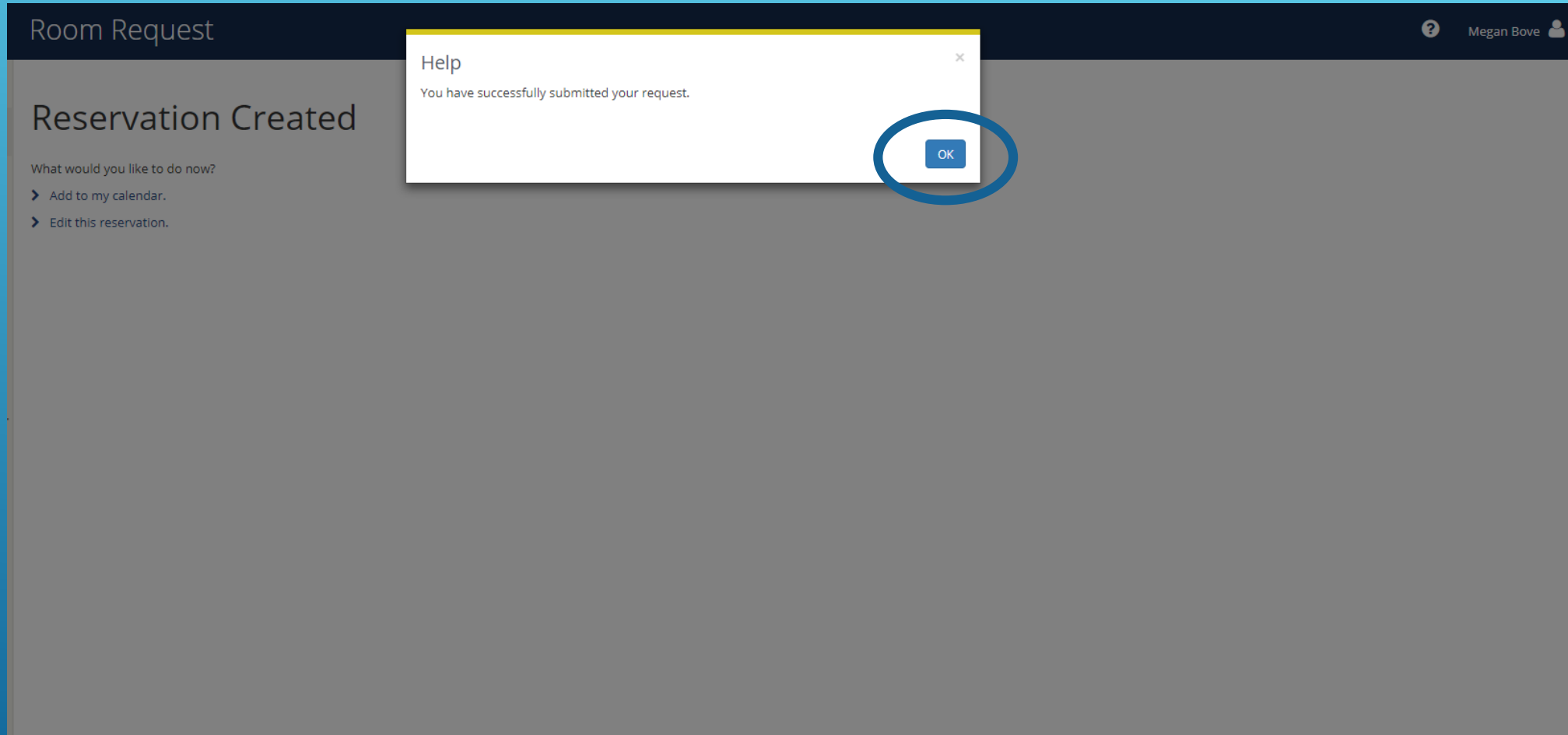
Billing Information

SCN Account Number
766 🔍

Create Reservation

Create Reservation

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





QUESTIONS?



PLEASE CONTACT
SCHEDULE@SKIDMORE.EDU

