

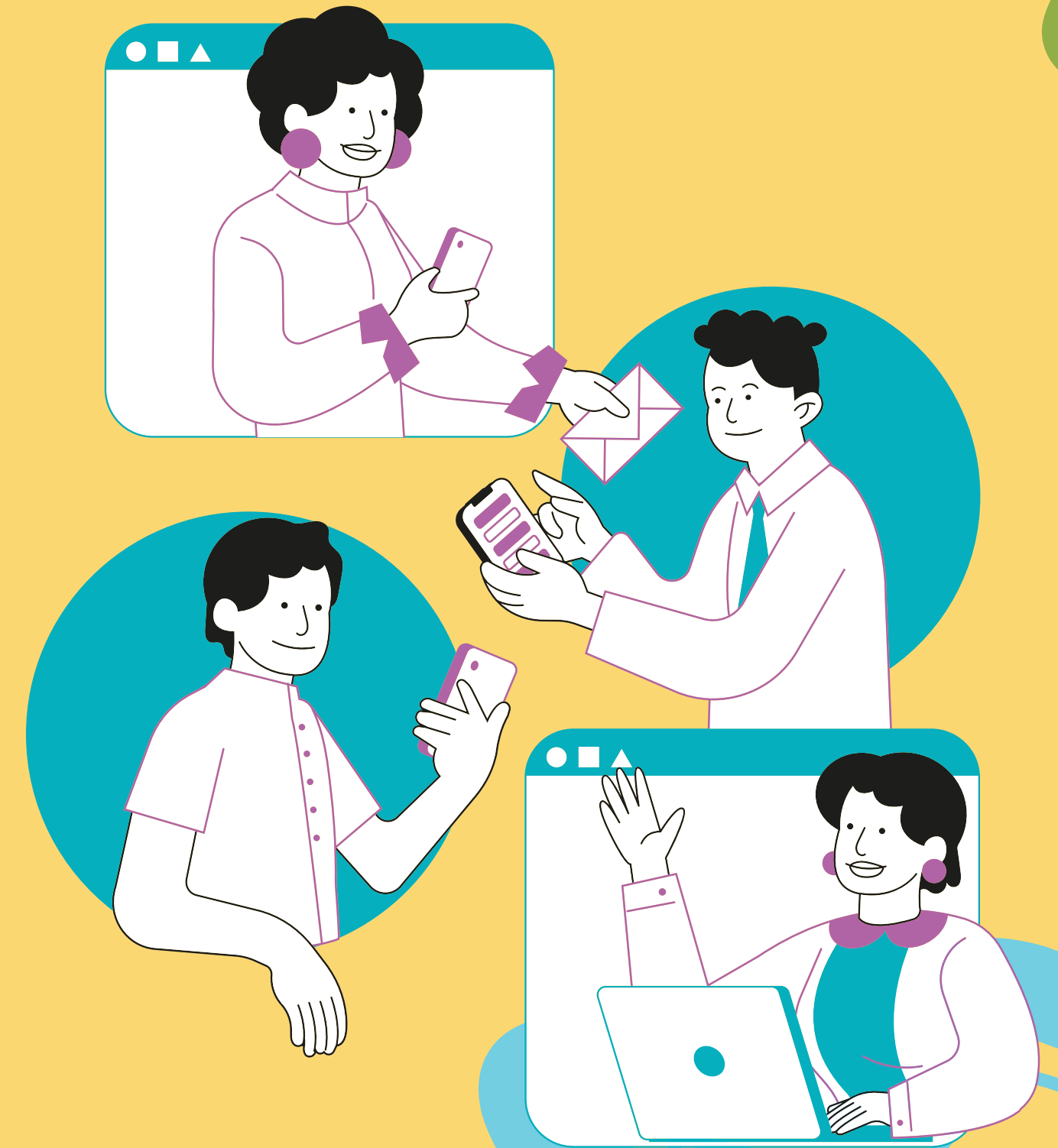
How To: Service Orders



Crystal Hurtado
Administrative and Event Program Assistant

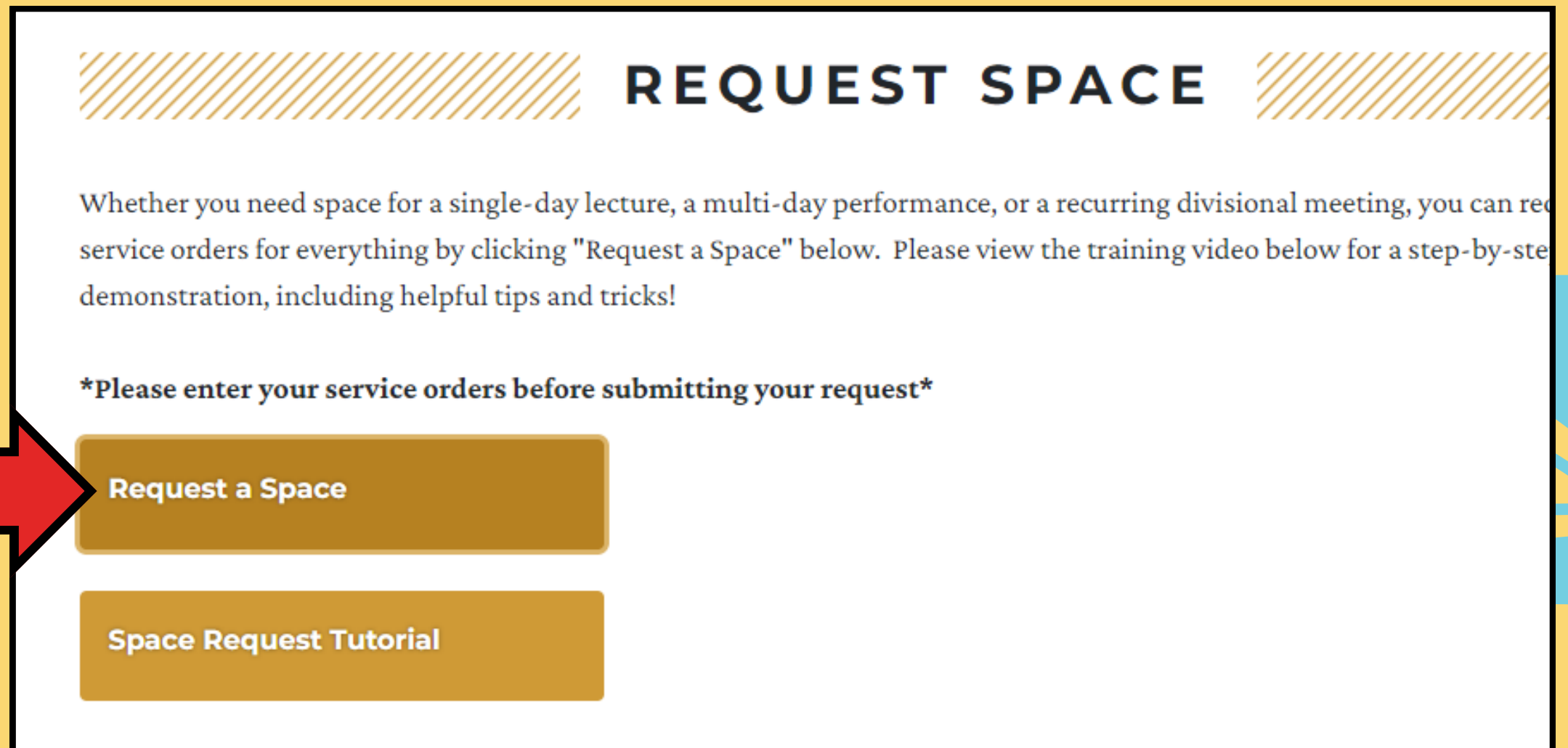
What are service orders anyways? Why do they matter?

- Service orders include any equipment/setup that your event may need.
 - Facilities (tables, chairs, etc.)
 - AV (speakers, projectors, etc.)
 - Catering
 - Grounds (fencing, sprinklers, etc.)
- By properly putting in service orders, it ensures straightforward communication to depts. and encourages student accountability with event planning.



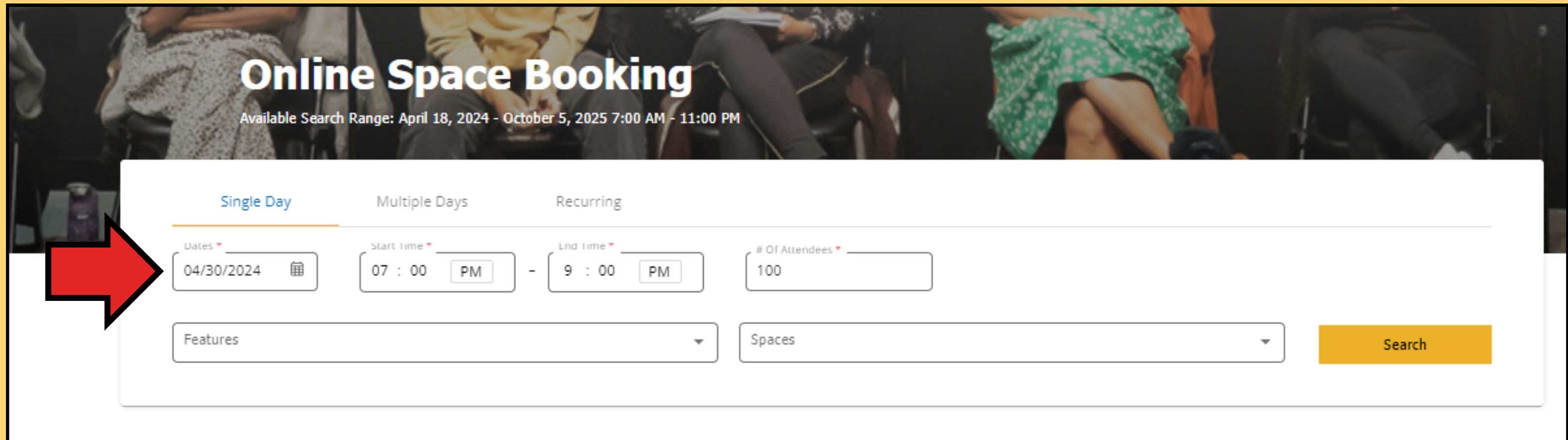
Step 1: Reserve the Space

- Sign into “Events Management” under Sign into CC
- Click on “Request a Space”




Step 1: Reserve the Space

- Reserve your space at least 10 days in advance.
- Enter your event information to see what venues are available that meet your needs.



Online Space Booking
Available Search Range: April 18, 2024 - October 5, 2025 7:00 AM - 11:00 PM

Single Day Multiple Days Recurring

Dates ▾ 04/30/2024  Start Time ▾ 07 : 00 PM - End Time ▾ 9 : 00 PM # Of Attendees ▾ 100

Features ▾ Spaces ▾ [Search](#)

A red arrow points to the date field (04/30/2024).

Step 1: Reserve the Space

- Choose the venue you want.
- Please mind the capacity listed under each space.

The screenshot displays a web interface for space booking. On the left, there is a 'Refine Your Search' sidebar with filters for dates (04/30/2024), start time (07:00 PM), end time (09:00 PM), and number of attendees (100). The main area is titled 'Search Results' and lists three available spaces, each with a placeholder image, name, capacity, time slot, and a 'Request Space' button. A red arrow points to the 'Search Results' header.

Space Name	Capacity	Start Time	End Time	Action
Armstrong Great Hall	250	07 : 00 PM	09 : 00 PM	Request Space
Auxiliary Gym	350	07 : 00 PM	09 : 00 PM	Request Space
Barnes/Olin Quad	250	07 : 00 PM	09 : 00 PM	Request Space

Step 1: Reserve the Space

- Finish providing all general event information and proceed to “Summary” when ready.

Event Details

Please enter the information below regarding your event. Note: Catering from Bon Appetit is required for events at the Fine Arts Center and Robson Arena.

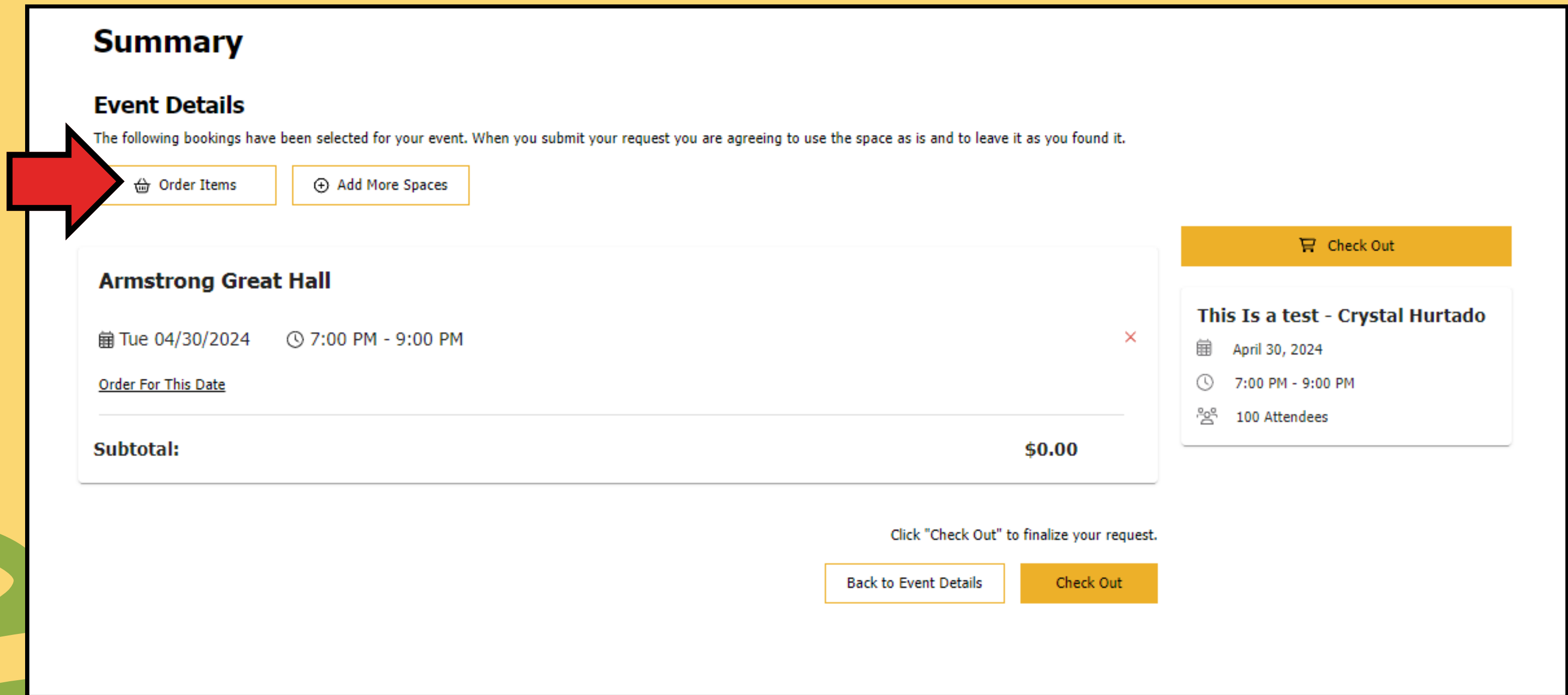
Event Name * This Is a test - Crystal Hurtado 32 / 150	Budget Code (Fund-Organization) * 161351 6 / 30
Will you have any A/V needs? (i.e. Microphones, Projectors, Laptop) * No	Will you have set-up needs? (i.e. Tables, Chairs, Extra Trash Cans) * No
Do you need Events Team / Registration Help?	Do you need assistance from Communications and Marketing? * No
Do you need Parking & Campus Safety help? * No	Will food be served? * No
Will alcohol be served? * No	Is this event open to the public? * No

If alcohol will be served at your event, please submit an [Alcohol Request Form](#).

** If you need help please reach out directly to Communications at communications@coloradocollege.edu as soon as possible for assistance publicizing your event.

Step 2: Enter Your Service Orders



- Click on “Order Items” to enter service orders.






Summary

Event Details

The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it.


 Order Items  Add More Spaces

Armstrong Great Hall


 Tue 04/30/2024  7:00 PM - 9:00 PM 


[Order For This Date](#)


Subtotal: **\$0.00**

 Check Out

This Is a test - Crystal Hurtado

 April 30, 2024

 7:00 PM - 9:00 PM

 100 Attendees

Click "Check Out" to finalize your request.

[Back to Event Details](#) [Check Out](#)

Step 2: Enter Your Service Orders

- Add any service orders you need under each section.
- Be sure to state the quantity of each item as well as the general setup you are envisioning.

Armstrong Great Hall
📅 4/30/2024 | 7:00 PM - 9:00 PM | 100 Attendees
📅 Order for another Space or Date 🛒 Continue

NAVIGATION
Homepage
Facilities (Setup)
Audio Visual
Sodexo

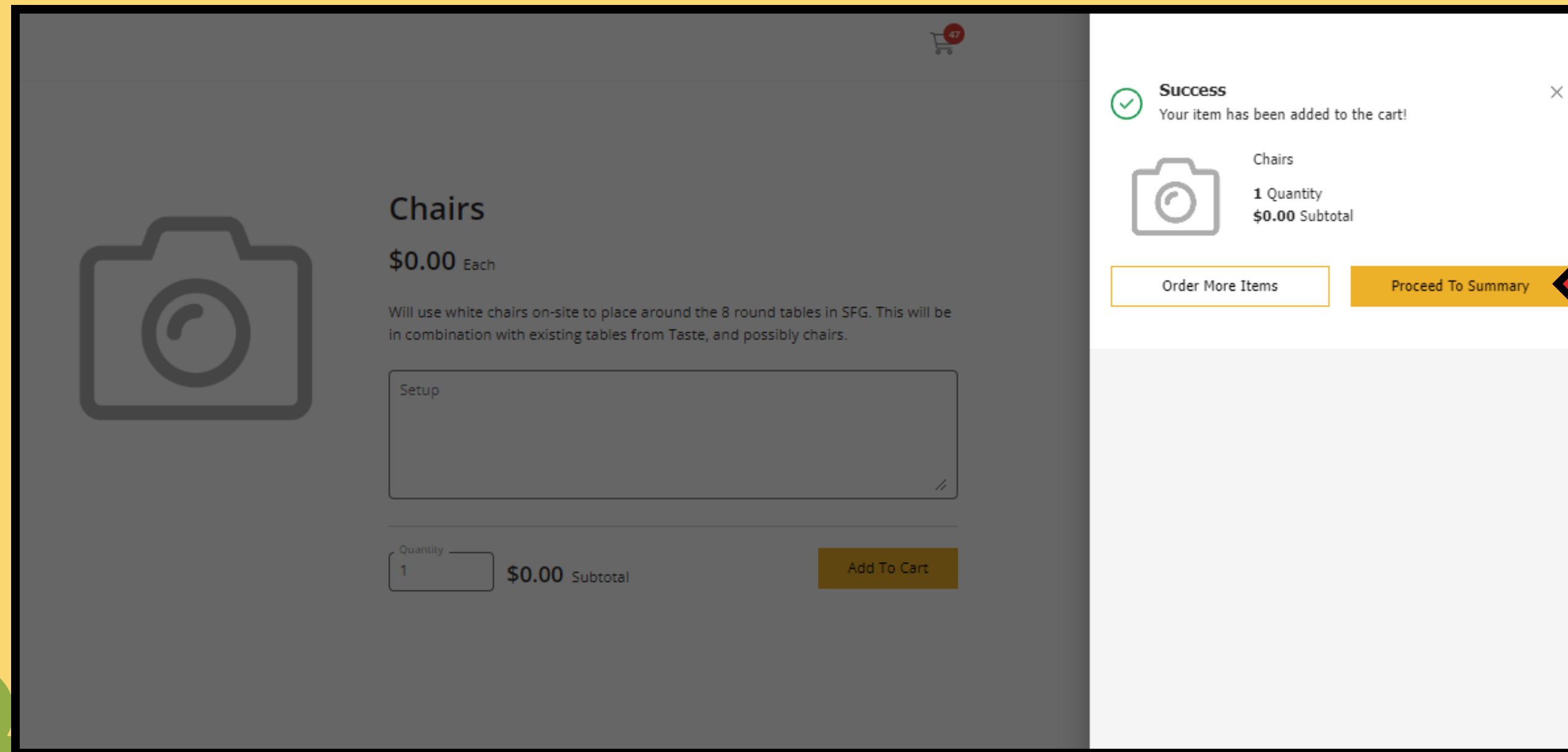
5 FT Round Table (max 8 per)
\$0.00
Each

6ft Banquet Tables
\$0.00
Each

Chairs
\$0.00
Each

Step 2: Enter Your Service Orders

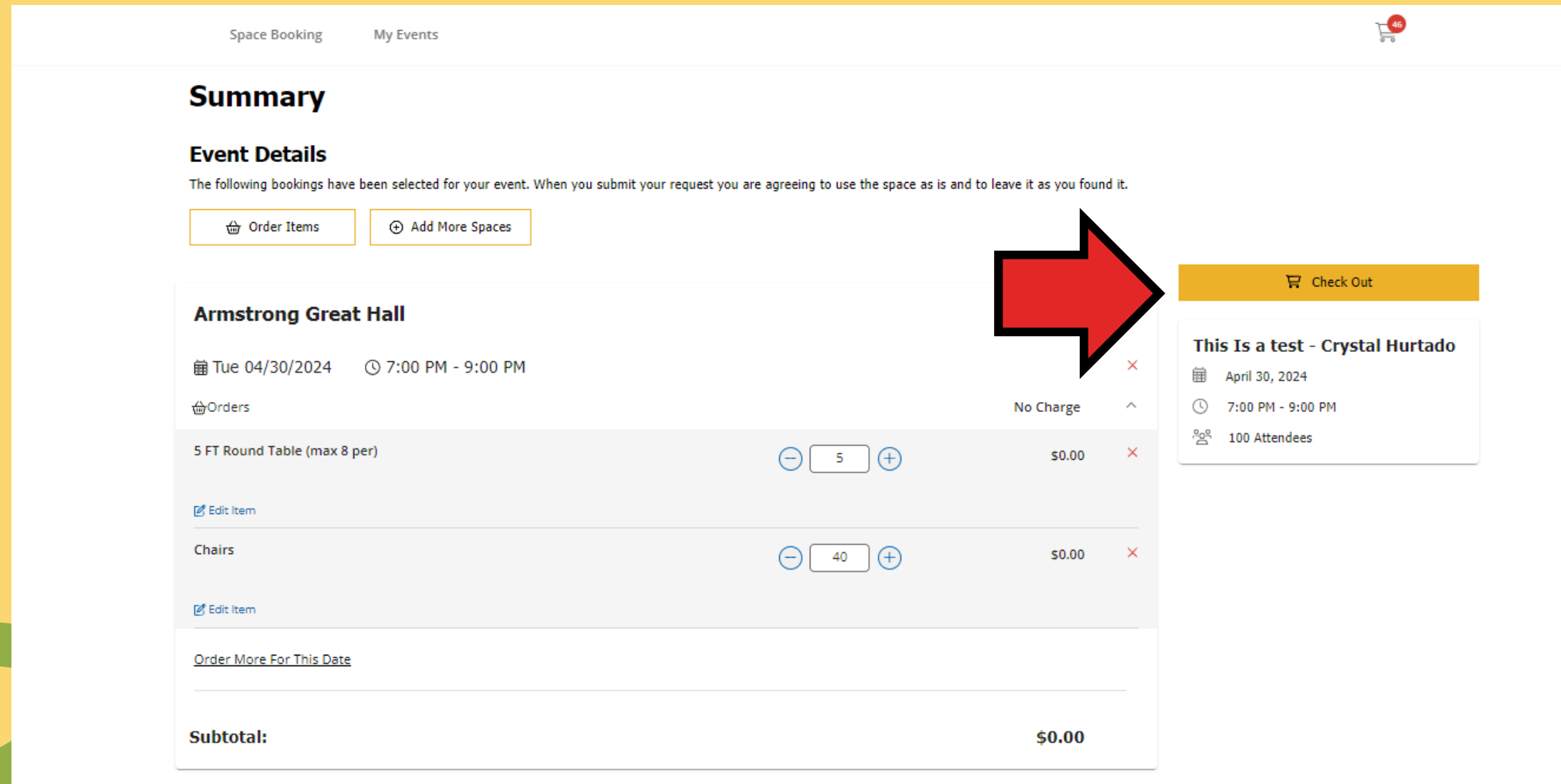
- Once you've finished entering your service orders, click "Proceed to Summary"



The screenshot shows a service order entry interface for 'Chairs'. The main content area is dark grey and contains a camera icon, the item name 'Chairs', a price of '\$0.00 Each', a description 'Will use white chairs on-site to place around the 8 round tables in SFG. This will be in combination with existing tables from Taste, and possibly chairs.', a 'Setup' text area, a quantity input field with '1', and a subtotal of '\$0.00 Subtotal'. An 'Add To Cart' button is visible at the bottom right of this section. A white success notification overlay is positioned on the right side of the screen, featuring a green checkmark icon, the text 'Success Your item has been added to the cart!', a camera icon, the item name 'Chairs', '1 Quantity', and '\$0.00 Subtotal'. Below the notification are two buttons: 'Order More Items' and 'Proceed To Summary'. A red arrow points to the 'Proceed To Summary' button.

Step 2: Enter Your Service Orders

- Review your service orders and adjust as needed.
- Once you're ready, click "Checkout".



The screenshot shows a web interface for managing service orders. At the top, there are navigation links for "Space Booking" and "My Events", and a shopping cart icon with a red notification badge showing "46". The main heading is "Summary". Below it, the "Event Details" section states: "The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it." There are two buttons: "Order Items" and "Add More Spaces".

The event is titled "Armstrong Great Hall" and is scheduled for "Tue 04/30/2024" from "7:00 PM - 9:00 PM". The price is listed as "No Charge". A large red arrow points from the "Add More Spaces" button area towards the "Check Out" button.

The order items are:

Item	Quantity	Price
5 FT Round Table (max 8 per)	5	\$0.00
Chairs	40	\$0.00

At the bottom, the "Subtotal" is \$0.00. On the right side, there is a "Check Out" button and a summary card for the event: "This Is a test - Crystal Hurtado", dated "April 30, 2024", from "7:00 PM - 9:00 PM", for "100 Attendees".

Step 3: Update Your Service Orders as Needed

- If you need to update service order, do the following:

- Sign into Events Management under Sign into CC
- Click on “Request a Space”
- Click on “My Events”

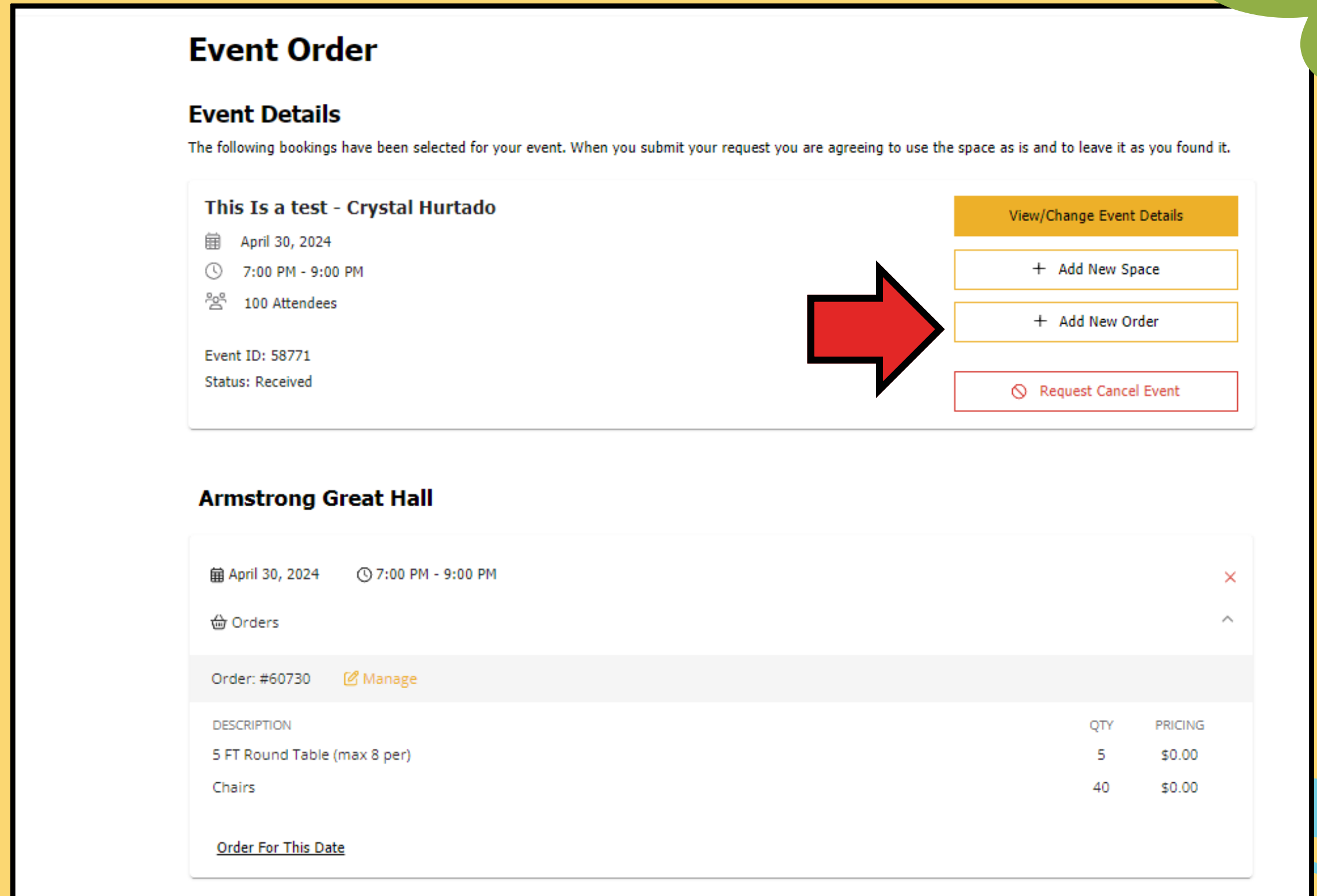
- Click on your event

The screenshot shows a web interface for 'My Events'. On the left, there is a 'Your Search' section with several filter dropdowns and a 'Refresh Results' button. On the right, there is a table titled 'My Events' with columns for 'DATES', 'EVENT NAME', 'SPACES', and 'STATUS'. A red arrow points from the search filters to the table, and another red arrow points to the first row of the table.

DATES	EVENT NAME	SPACES	STATUS
Tue 04/30/20	This Is a test - Crystal Hurtado	Armstrong Great Hall	● Received

Step 3: Update Your Service Orders as Needed

- Click on “Add New Order”
- Save all of your modifications.



Event Order

Event Details
The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it.

This Is a test - Crystal Hurtado

📅 April 30, 2024
🕒 7:00 PM - 9:00 PM
👤 100 Attendees

Event ID: 58771
Status: Received

[View/Change Event Details](#)

[+ Add New Space](#)

[+ Add New Order](#)

[🚫 Request Cancel Event](#)

Armstrong Great Hall

📅 April 30, 2024 🕒 7:00 PM - 9:00 PM

🛒 Orders

Order: #60730 [Manage](#)

DESCRIPTION	QTY	PRICING
5 FT Round Table (max 8 per)	5	\$0.00
Chairs	40	\$0.00

[Order For This Date](#)

Things to Remember:

- Even if your space request is approved, that does not mean your event is approved. ‘
- All student events must go through the Student Event Summit.
- ALL service orders must be entered at least 10 days prior to your event.
- If you do not enter what you need under service orders, those things will not be provided.