# How To: Service Orders

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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.
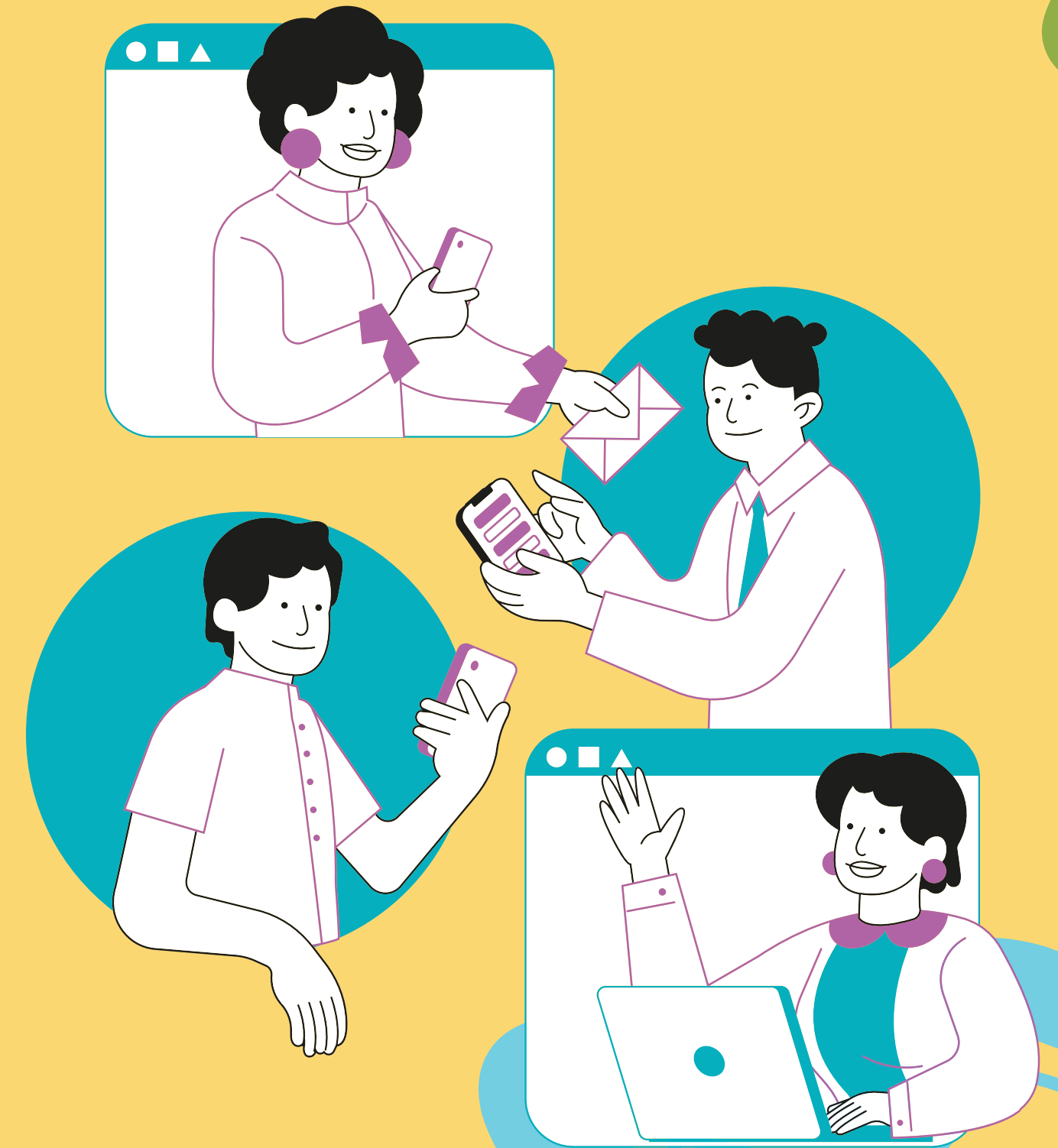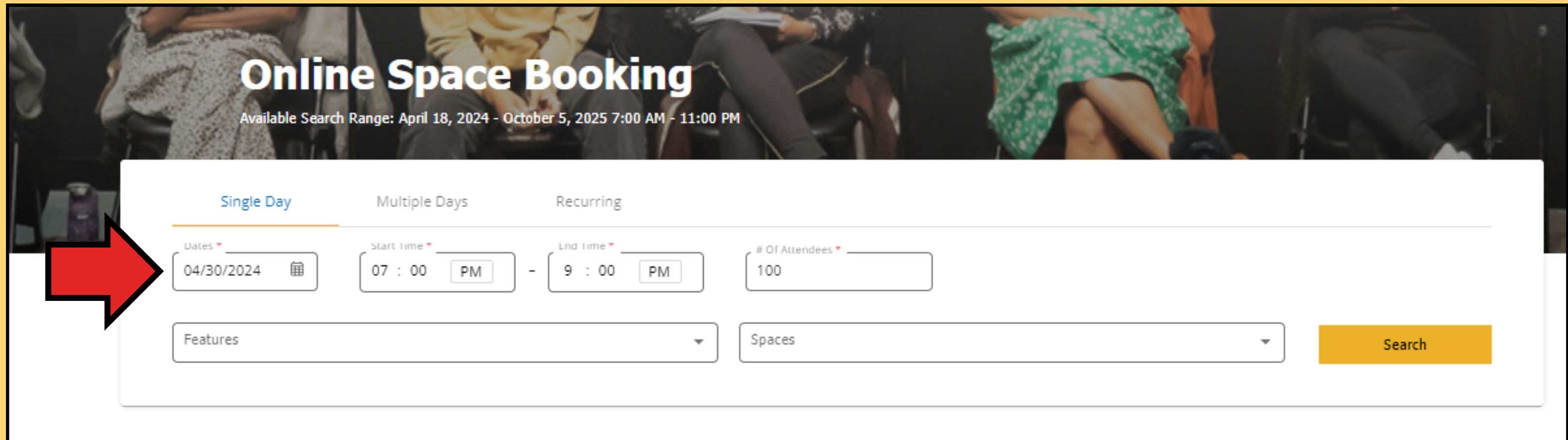
Step 1: Reserve the Space

- Sign into "Events Management" under Sign into CC

- Click on "Request a Space"
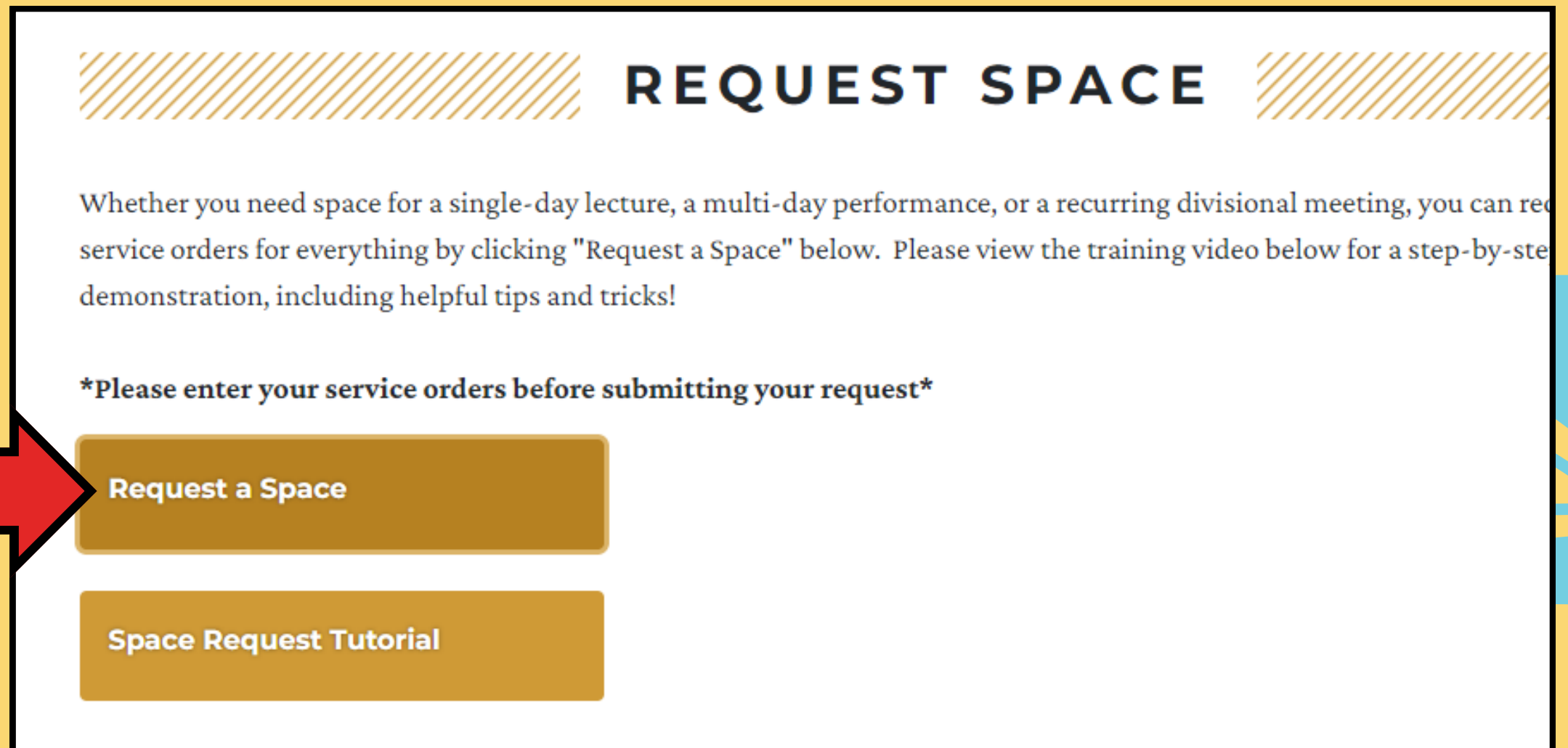
Step 1: Reserve the Space

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

Step 1: Reserve the Space

- Choose the venue you want.
- Please mind the capacity listed under each 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.
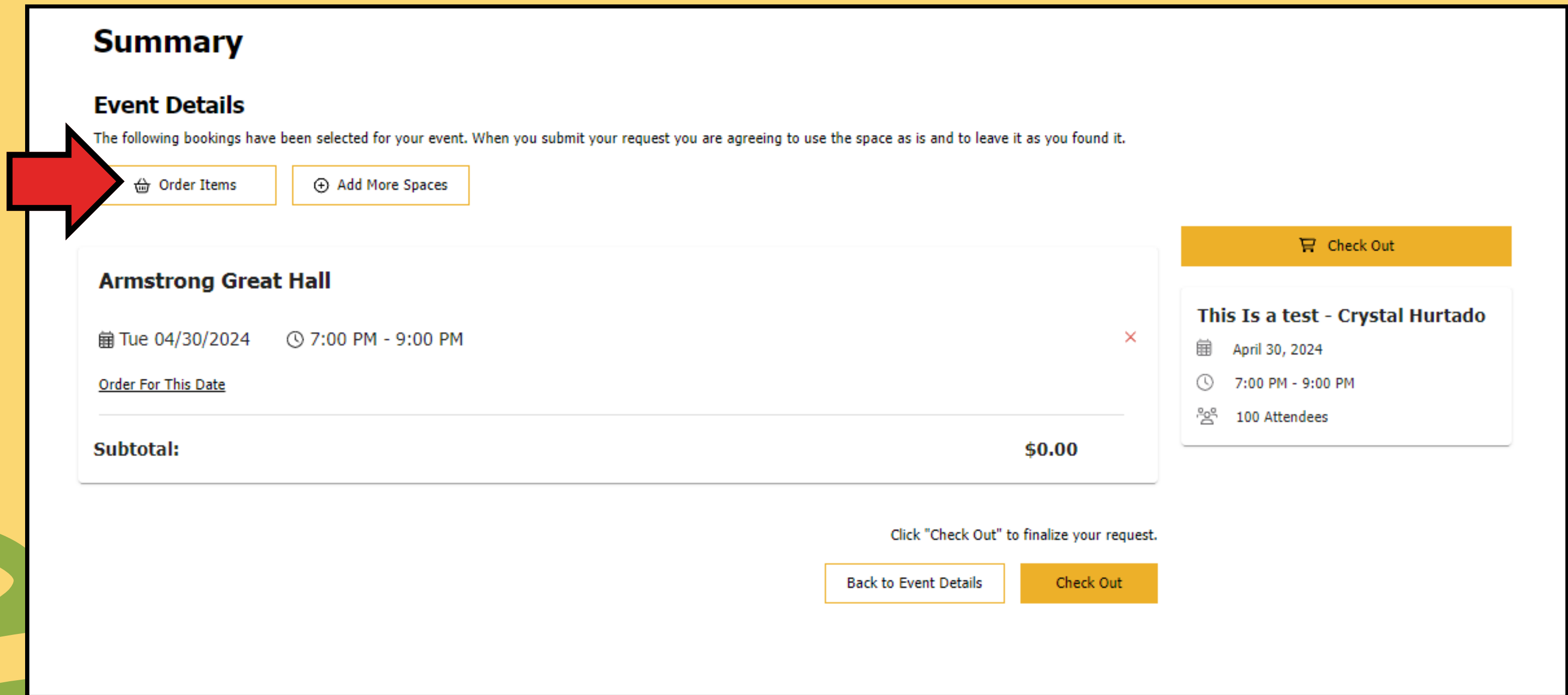
Event Name *
This Is a test - Crystal Hurtado
32 / 150

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]

[Check Out]

Armstrong Great Hall

📅 Tue 04/30/2024   🕐 7:00 PM - 9:00 PM   ✕

Order For This Date

Subtotal: $0.00

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.
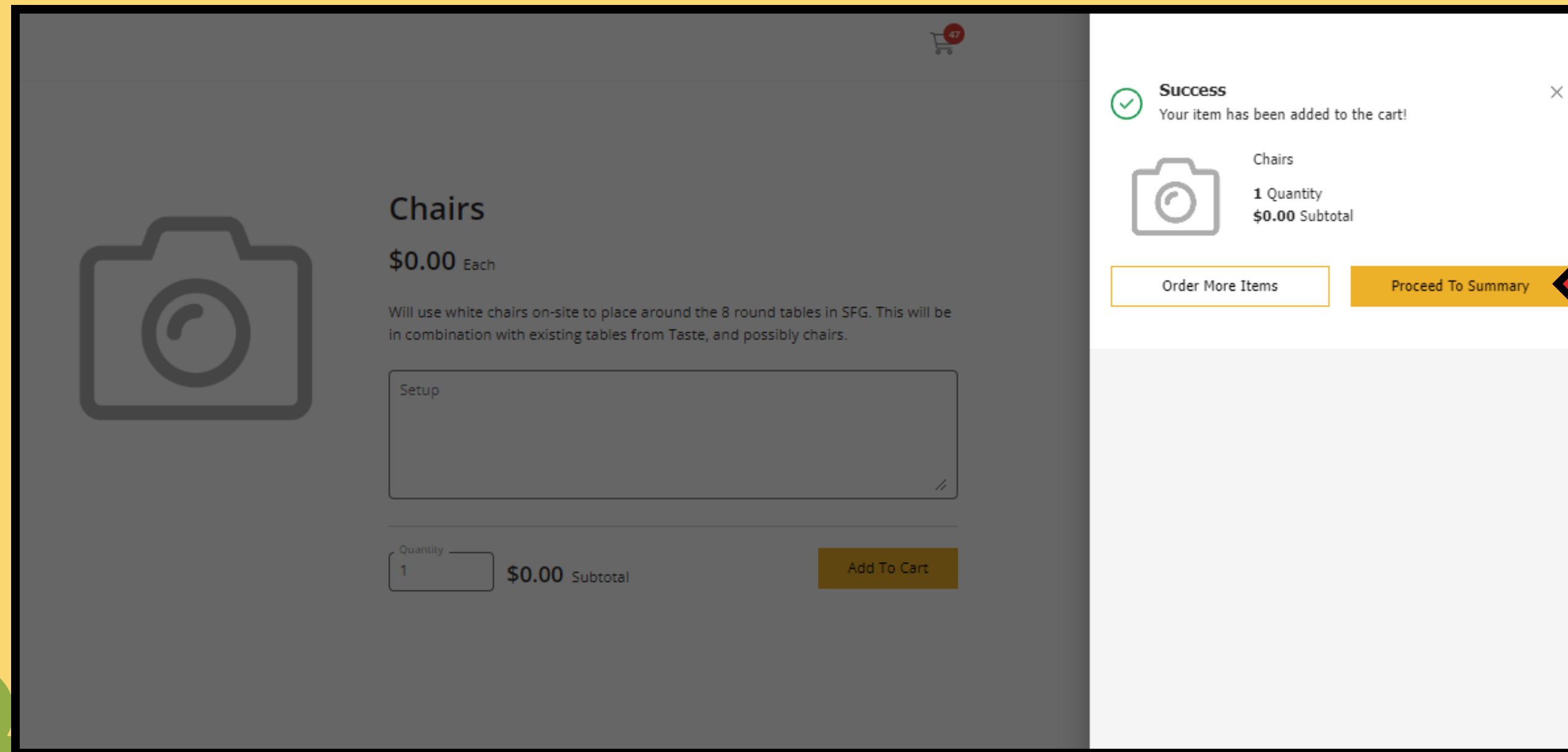
Step 2: Enter Your Service Orders
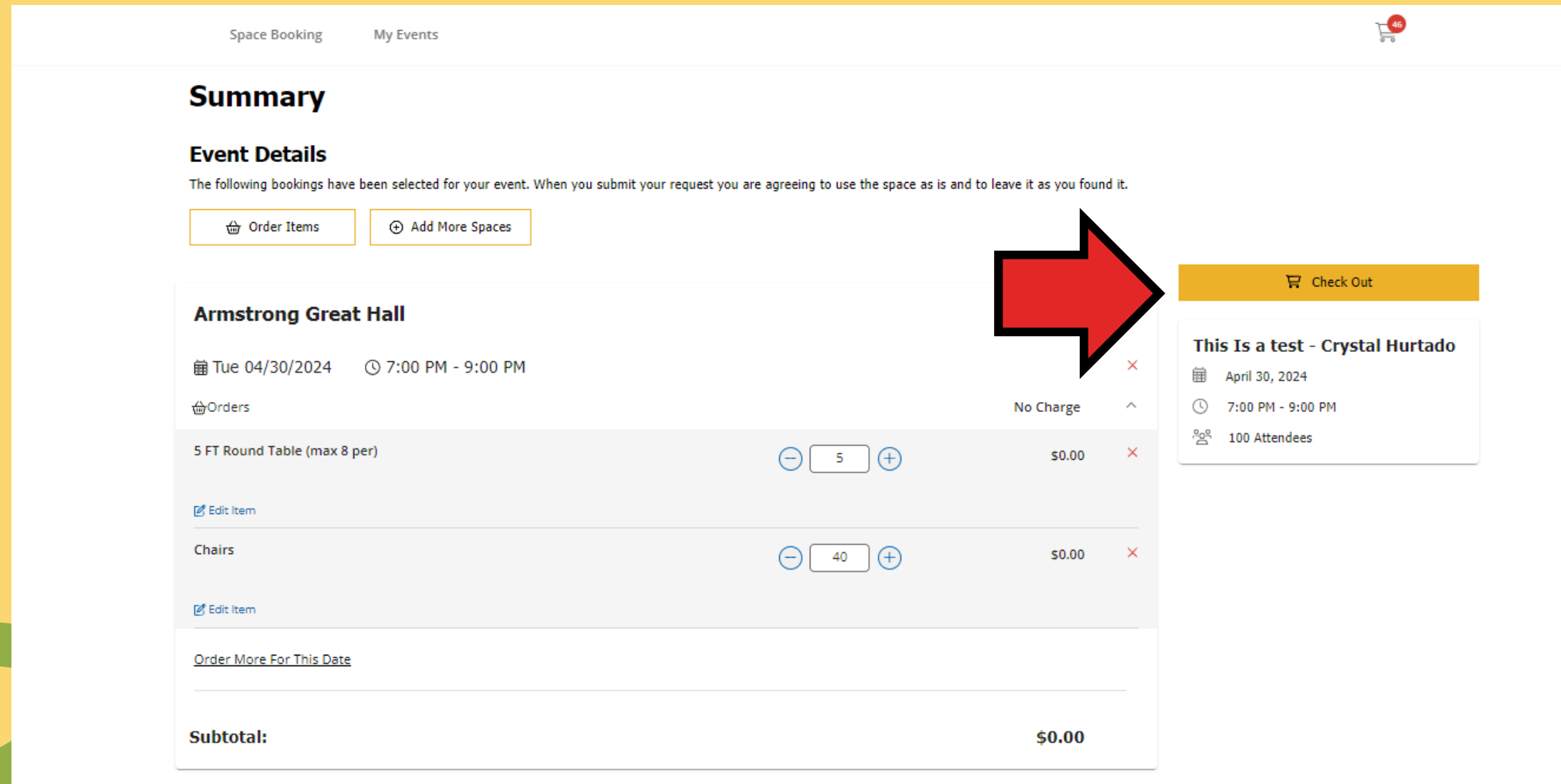
- Once you've finished entering your service orders, click "Proceed to Summary"

Step 2: Enter Your Service Orders

- Review your service orders and adjust as needed.

- Once you're ready, click "Checkout".

Step 3: Update Your Service Orders as Needed

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

    - Sign into Events Managment under Sign into CC
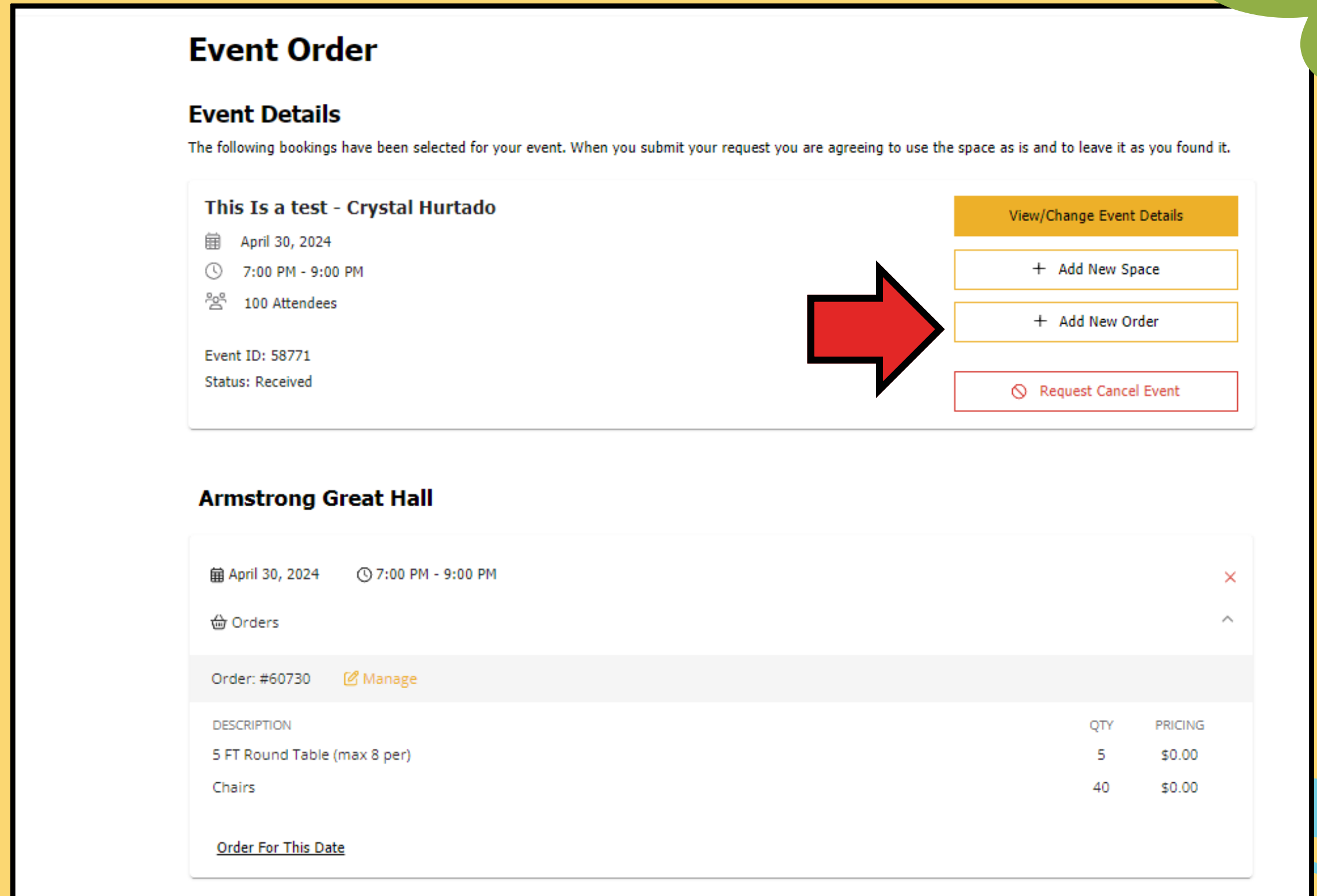   - Click on "Request a Space"
    - Click on "My Events"

- Click on your event

Step 3: Update Your Service Orders as Needed

- Click on "Add New Order"

- Save all of your modifications.

Things to Remember:

- Even if your space request is approved, that does not mean your event is approved. '

- All student events <u>must</u> go through the Student Event Summit.

- <u>ALL</u> service orders must be entered at least <u>10 days prior to your event</u>.

- If you do not enter what you need under service orders, those things will not be provided.