

# LAFAYETTE

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## SCHEDULING & EVENTS PLANNING

**Q: I don't want catering at my event, I just want to reserve a room. What reservation template do I select?**

A: If you would like to request an event space and not catering, you will select the reservation template "request event space + catering." During the reservation process there is a screen for catering, but if you do not need to place a catering order you proceed to the next step in the event space reservation process by hitting the "next step" button.

**Q: How do I add catering to an already existing event request?**

A: Follow the steps below

- My Events -> Select the event that needs to be updated
- Add Services -> Select your menu options and be sure to select your service type
- Click next step
- Select the location/date that you want to add these services. This can be done for all spaces, individually by clicking on the corresponding box to the left of the date/location

**Q: How do I modify my catering request?**

A: Follow the steps below

- My Events -> Select the event that needs to be updated
- Click "Manage Services" beneath each date/location on the date/space that requires a service
- On the far right under "Services Summary," select the edit icon at the catering level to modify the menu choices
- Select the icon at the menu level (where the pricing appears) to modify the quantity or add special instructions

**Q: What do I do if I want something that is not available on catering services?**

A: Contact catering at [catering@lafayette.edu](mailto:catering@lafayette.edu) or Rebecca Ciraco at extension 5346

**Q: Is pricing negotiable?**

A: The prices indicated in EMS are correct but Lafayette Dining Services is happy to develop a menu which aligns with your budget. Contact catering at [catering@lafayette.edu](mailto:catering@lafayette.edu) or Rebecca Ciraco at extension 5346

**Q: What happens if I change my room but want the same catering request?**

A: In EMS, you can update your room and the catering order will remain attached to the reservation. The Events Office can also assist by contacting [reserve@lafayette.edu](mailto:reserve@lafayette.edu).

**Q: What is the difference between the room reservation time and the catering time?**

A: The room reservation time is the period of time you would like to use the room. The catering time is when the meal/food delivery should occur.

**Q: How do I know the number of tables to order for catering?**

A: Catering will provide that information to you as part of the confirmation process. If you do not receive those details in your confirmation, you should contact Rebecca Ciraco so that you can relay the table needs via a [FAMIS](#) work order.

**Q: What happens if I cancel a room reservation that has a catering order associated with it?**

A: If you need to cancel a room reservation that has catering services included on it, your catering order will be automatically canceled as well.

**Q: What if I would like to change rooms for my event and already have a catering order associated with the current room?**

A: If you are *outside of the 7 day service window*, you can update your room by going into your booking on the EMS web app and selecting the pencil underneath “edit” under your booking. Your catering order will then be applied to the new room.

If you are requesting a room change *within 7 days of the event*, please contact the Office of Scheduling and Events Planning to have your room updated on the reservation and ensure that all support services are notified. Your catering order will then be applied to the new room.