

# Catering Only Requests:

To begin, click “Make Request” on the Catering Only option:



On the Request Details page, please be sure to fill out each of the asterisked (mandatory) fields.

A screenshot of the CCR web application interface. At the top left is the "CCR" logo. Below it is a navigation bar with "Lookup A Visit", "Request Assistance", and "My Events". A sidebar on the left contains "Request Details", "Catering Details", "Submit Catering Request", and "Delete". The main content area shows a "Visit Name:" field with a menu icon, a "Visit Number: 163873" and "Visit Status: New Request" section, and a "Request Details" section with four mandatory fields: "Event Name\*", "Event Owner\*", "Contact Name\*", and "Contact Phone\*", each with an input box.

Once you’ve completed the initial information, click “Next” at the bottom of the page to start adding in the required catering. Please note that in order to provide the best possible service, tickets have been limited to 25 for breakfast/lunch and 15 for breaks and requested meal times are also needed.

Request Details

**Catering Details**

---

Submit Catering Request

Delete

**Visit Name:** Test User ☰ 🖨️ ↻

**Visit Number:** 163873    **Visit Status:** New Request

---

**Catering Options**

**Date** 04/13/2017

**Breakfast Option**

**Morning Break Option**

---

**Lunch Option**

Please be sure to specify which time you would prefer your lunch.

**Lunch Tickets**

**Lunch Building**

**Lunch Requested Time**

**Afternoon Break Option**

**Cocktails & Hors D'oeuvres**

Once you have completed your catering information, please scroll up to click “Submit Catering Request”:

Lookup A Visit
Reques

Request Details

**Catering Details**

---

Submit Catering Request

Delete

Once you’ve submitted your request you will receive an email confirming that your request has been made. All catering requests will be reviewed within two business days of submission and you will receive an email notification indicating whether your request has been approved or denied. Should your request be denied, you will be able to make the appropriate changes and resubmit.

# Classroom Only Requests:

To begin, click "Make Request" on the Classroom Only option:



On the Request Details page please fill out all mandatory (marked with an asterisk) fields in order to submit your classroom request.

**Request Details**

**Event Name\***

**Event Owner\***

**Contact Name\***

**Contact Phone\***

**Contact Email\***

**Cost Center\***

**Start Date and Time\***

**End Date and Time\***

**Building**

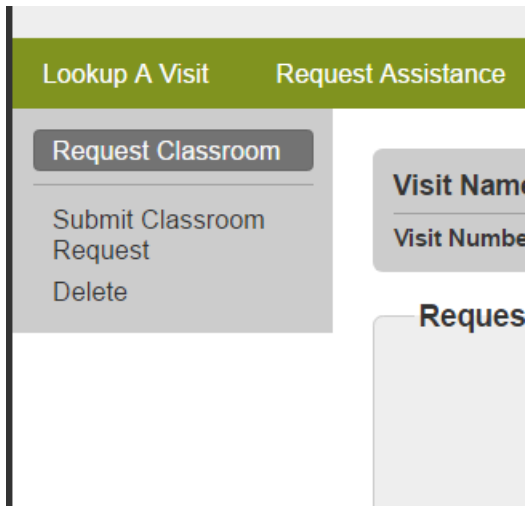
**Number of Guests\***

**Technology Needed**

- Telepresence
- Conference Phone
- Other:

**Additional Classroom Details**

Once you've completed the necessary information scroll up and click "Submit Classroom Request" in the left navigation menu.



Upon submitting your classroom request you will receive an email letting you know that the request was submitted successfully. Your request will be evaluated within two business days and you will receive an email notifying you whether your request has been approved or denied. Should your request be denied, you'll have the ability to correct it and resubmit without having to fill out the form a second time.

# Catering and Classroom Requests:

If you require both catering and a classroom, select the Catering AND Classroom Request:



On the first page of the Catering and Classroom request, please provide your initial (required) information, as well as indicate any classroom needs/preferences.

**Request Details**

Event Name\*

Event Owner\*

Contact Name\*

Contact Phone\*

Contact Email\*

Cost Center\*

Start Date and Time\*

Please note catering requests made within 24hrs to 48hrs prior to the event may be subject to a surcharge.

End Date and Time\*

Building

Number of Guests\*

Technology Needed  Telepresence  
 Conference Phone  
 Other:

Additional Classroom Details

After filling out the first page, click “Next” at the bottom to add in requested catering:

**Catering Options**

**Date**

**Breakfast Option** Café Tickets (25 Max) ▾

**Breakfast Tickets** 10 ▾

**Breakfast Building** GRBC ▾

**Breakfast Requested Time** 08:00 AM

**Morning Break Option** ▾

---

**Lunch Option** Catering ▾

**Lunch Choice** Pasta Bar

**Lunch Guests** 12

**Lunch Requested Catering Time** 12:00 PM

**Afternoon Break Option** ▾

**Cocktails & Hors d'oeuvres Choice** ▾ i

**Dinner Choice** ▾ i

**Additional Catering Details** ▾

Please note that in order to provide the best possible service, tickets have been limited to 25 for breakfast/lunch and 15 for breaks and requested meal times are also needed.

Once you've completed the catering section, scroll back up the page and click “Submit Catering and Classroom Request” in the left navigation bar:

Lookup A Visit Request

Request Classroom

**Request Catering**

Submit Catering and Classroom Request

Delete

Upon submitting your catering and classroom request you will receive an email letting you know that the request was submitted successfully. Your request will be evaluated within two business days and you will receive an email notifying you whether your request has been approved or denied. Should your request be denied, you'll have the ability to correct it and resubmit without having to fill out the form a second time.

# Tips and Tricks:

To look up an old request or check on a pending request, simply click on the “My Events” tab at the top of your screen:


The screenshot shows the CCR (Campus Community Relations) interface. At the top, the 'CCR' logo is displayed in green. Below it, a navigation bar contains three tabs: 'Lookup A Visit', 'Request Assistance', and 'My Events'. The 'My Events' tab is active. Underneath, there are three main sections: 'My Unsubmitted Events', 'My Submitted Events', and 'My Past Events'. The 'My Submitted Events' section contains a table with the following data:

Visit ID	Visit Name	Visit Location	Visit Arrival Date and Time	Visit Departure Date and Time
163426	Testing Notifications - classroom only	Grand Rapids - Campus Services	04/16/2017 07:00 AM	04/16/2017 05:00 PM
163360	Testing Reports	Grand Rapids - Campus Services	04/25/2017 07:00 AM	04/26/2017 05:00 PM

Below the table, the 'My Past Events' section is visible, featuring two small images: one of a conference room and another of a modern office interior.

Each of your events will be located here, and to open one simply click on it.




Some drop down menus will have more information available. Click the  in order to open them:



Name	Description
<b>Premium Brands Cocktail Reception</b>	Includes 1 Hour Michigan Craft Beer and Premium Red and White Wine Selections, Bar Set Up and Service. \$21
<b>Domestic Brands Cocktail Reception</b>	1 Hour Domestic Beer and Wine Offerings, Bar Set Up, and Service. \$19
<b>Hors d'oeuvres "Grazing" Reception</b>	Imported Cheeses, Crackers, Olives, Nuts, Hummus, Crudités, and Dips. \$11
<b>Hors d'oeuvres "Full" Reception</b>	Imported Cheeses, Crackers, Olives, Nuts, Hummus, Crudité, Dips and Charcuterie, Chef's Selection of 3 Warm Appetizers. \$19
<b>Hors d'oeuvres "Dinner" Reception</b>	Imported Cheeses, Crackers, Olives, Nuts, Charcuterie, Hummus, Crudité and Dips, Chef's Selection of 4 Warm Appetizers, Mini Pastry/Dessert Offerings. \$30

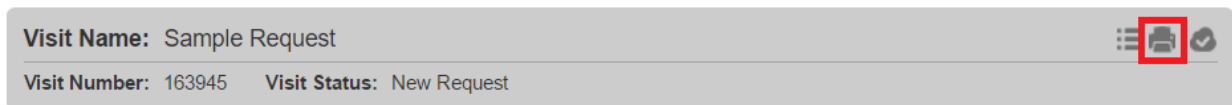
The "Save" button is located in the gray bar that floats at the top of the form:






**Visit Name:** Sample Request   

**Visit Number:** 163945    **Visit Status:** New Request

Also located in the gray bar is the print button:



**Visit Name:** Sample Request   

**Visit Number:** 163945    **Visit Status:** New Request