



Step 2: Services

Online Reservation Request

Online Reservation Request (Step 2: Services)

UNIVERSITY OF CENTRAL ARKANSAS

Room Request

Lisa Test

All locations on campus

My Cart (1) Create Reservation

1 Rooms | 2 Services | 3 Reservation Details | 4

Services For Your Reservation

Set Up Notes

Food Requested

I have read and agree to the terms and conditions

Food Requested	
Boxed Meal	Buffet Meal
Other	Requesting Food Waiver
Served Meal	Snack Reception

Physical Plant Combined Items

I have read and agree to the terms and conditions

Services Summary

Food Requested

10	Buffet Meal	Setup at the back of the room.
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Next Step

- 1. a)** Click the arrow in the service bar to open the list and make your selections. An information box may open to give you instructions on obtaining the item needed. Another box may open asking for the number of items needed and any special instructions that you want to provide for that particular item. **b)** As you select services for this room, they will show in the **Services Summary** box.
- Use the **Set Up Notes** box (**at the bottom of the page**) to provide any details for the event and/or services for this room.
- If you need to add more rooms for the event. Click on **1 Rooms**. **Each time you add a room, click on 2 Services and complete this section for the room selected, before selecting the next room.**
- When you have completed selecting rooms and services for each room, click on **3 Reservation Details** or **Next Step**. See Tutorial 5 for Step 3.