



Placing Your Order

Website: skc.ezplanit.com

First Time Placing an Order? Click on **SIGN UP** located at the top right corner of webpage to create and register your account. You will be prompted to fill out required fields. This is done one time only. Please retain your Username & Password for future use.

Returning User at the Smoothie King Center? Click on **Log In** if you have a username & password for the MB Superdome. If you have an Ezplanit login for another venue, that login will not work at the MB Superdome. Please create another login (see above). If you need assistance, please contact Carol Hernandez at 504.558.6278

Placing an Order:

1. Select your Event from list or you can search by event name. Click on **SELECT**.
2. Select your **location/Suite#**.
3. Select menu items of choice. You can search for items by name or search by menu categories.
4. Click on a menu item to expand and select **QTY's** and add to cart. You can review your order at anytime by clicking on **YOUR ORDER** at the top of the page.
5. Once you have completed adding items to your cart, click on **Your Order** at the top of the page and click on **CHECK OUT**.
6. You will be able to review the order, give delivery instructions, select payment method, list the names of persons that can make purchases on event day, and pre-arrange a gratuity for your server (The 20% service charge is not a tip for your server*). ***If this is your first time ordering, you will have to add payment information by clicking on CHANGE PAYMENT METHOD. If you have previously placed an order, the last card provided will be used for the order. To edit cards on file please click on your account and click on payment methods.***
7. Click on **PLACE YOUR ORDER** to submit the order.
8. You will receive an order number (located at the top of page) when your order is successfully submitted. If order number is not provided, your order was not placed.
9. You will also receive an itemized copy of your order for your approval. Please sign and return via fax to 504.587.7939 or via email carol.hernandez@centerplate.com
10. For changes or questions about your order please contact Carol Hernandez at 504.558.6278 or Catering Coordinator Monica Linam at 504.558.6260 ext. 6608

Orders are due by 5pm (4) business days prior to event (Sunday game – order due Tuesday by 5pm)

*20% is added to your bill for this catered event/function which is used to defray the cost of set up, break down, service and other house expenses. **No portion** of this charge is distributed to the employees providing the service. You are free, but not obligated, to add or give a gratuity directly to your servers.