



Suite Catering Ordering Instructions

Orders are placed online at skc.ezplanit.com (www is not needed)
The deadline to place orders is (4) business days prior to event.

New User?

To access online ordering, you will need a username & password. If you do not have one, please contact our Venue Administrator, Carol Hernandez at 504.558.6278 to request temporary login information or you may email the following information to carol.hernandez@centerplate.com.

Suite #
Company Name
Contact
Address
Phone Number
Email Address

Once you have successfully logged in you may follow steps below.

Already a Registered User?

1. Sign in on skc.ezplanit.com using your **user name** and **password**. Please verify customer information in profile is up to date.
2. Add your credit card information in the profile tab
3. Select your Event via the **"Place Order"** link.
4. Select your **Suite**.
5. Browse the menu categories and Items, click on a menu Item to expand and select **"Add"** to move to your cart.
6. After adding your menu items, select **"Calculate Total"**, for total charges.
7. Select **"Submit Order"** at any time for final review and confirmation.
8. Please enter notes, special requests & **authorized guests** in the **Notes** section of confirmation.
9. Add payment information select a credit card on file. Credit card billing address is verified and necessary for authorization of credit card. Please verify address and add new if different from customer profile.
10. After your review, confirm your acceptance of the **Catering Policy** by checking the box, and then submit your order.
11. You will receive an email confirming your order was placed. Please check your email to verify your order was submitted.
12. After Centerplate reviews your order, the order will be processed and confirmed. At this time you will no longer be able to change your order online. An itemized copy of your order will be emailed for approval. Please sign and return via fax to 504.587.7939
13. For changes or questions about your order please email carol.hernandez@centerplate.com or call 504.558.6278