



Orders are due by 5pm (4) business days prior to event

Ordering online is easy!

Click on <https://skc.ezplanit.com>

New User?

1. Select your Event by clicking the date of the event on calendar or from event list then click on **Place Order** link.
2. Select your **location/Suite#**.
3. Select menu category of choice. You may use the scroll bar to the right to view all available categories.
4. Click on a menu Item to expand and select **Add** to move to your cart.
5. You may select **Calculate Total** to view total charges.
6. Select **Submit Order** when you have completed your order.
7. If this is your **first time ordering**, you will be prompted to register. Please fill out required fields to create your account and your User Name & Password. This is done one time only. Please retain your User Name & Password for future use.
8. Select method of payment, enter credit card information or select card on file.
9. Review order
10. Enter special requests, **NAME of guests AUTHORIZED to make purchases** on event day or timing requests in the **Notes** section.
11. After you review, confirm your acceptance of the **Catering Policy** by checking the box, and then submit your order.
12. You will receive an email confirming your order was placed. Please check your email to verify your order was submitted.
13. An itemized copy of your order will be emailed for approval. Please sign and return via fax to 504.587.7939
14. For changes or questions about your order please contact **Catering Coordinator at 504.558.6260 ext. 6608**

Returning User?

Click on Login (top right corner) if you have previously placed orders online. You may **use the same User Name and Password** previously created. If you need assistance, please contact Carol Hernandez at 504.558.6278