STEP-BY-STEP TUTORIAL FOR BOOKING EVENTS IN CC EVENTS MANAGEMENT
Welcome to the Colorado College Single Sign-In System

You are now logged into Banner (including Self-Service Banner), Canvas, and Office 365 email. ITS: plans to add other applications to the Single Sign In System in the future. Click on the button to the right to access the application.

Note: You will be signed into these applications until you click Sign Out or are inactive for too long

Click here to access Banner TEST SSB and INB environments.
Select An Account
(if this applies to you)
Search Criteria
(This is the Venue Availability [VA] form)
Bookings Requests: Section 1

- The next form is long, so I’ve separated it into sections
Booking Requests: Section 2

User Defined Fields

Campus Calendar Listing

Event Short Description (Event Teaser): Awesome Staff Meeting

Campus Calendar Department(s): Anthropology

Art
Asian Studies
Biology

Sponsored By:

Campus Calendar Office(s): Sustainability
Tutt Library
Women's Educational Society
Worner Center

Campus Calendar Audience(s): Alumni
Current Students
Faculty
Parents

Campus Calendar Search Keyword: Staff Meeting

Note: Keywords are subject to approval and entry is not a guarantee of use.

Is this event open to the public?: * No

Is this a private event (not open to the public or campus community)?: Yes
Booking Requests: Section 3

Ticket Information:

Free for All Audiences: Select One

CC Student:
Non-CC Student:
General Public:
CC ID Holders:

Will alcohol be served?: No
Is food being delivered?: Yes
Anything else we need to know?:

Budget Code (Fund-Organization): 110002-161351

Folder
Document: Browse... Add

Notes
Maximum Note Length: 4000 Characters

Event Summary for Campus Calendar

Click the button below to submit booking request and proceed to the confirmation page.

Cancel Submit
Booking Requests: Section 3
Make sure you’ve completed all fields

⚠ Your booking request has returned the following problems:
- A note is required.

**Notes**
Maximum Note Length: 4000 Characters

**Event Summary for Campus Calendar**
* Warner Desk Awesome Staff Meeting

Click the button below to submit booking request and proceed to the confirmation page.

[Cancel]  [Submit]
Booking Request Acknowledgment: Part 1

Venue Booking Request Acknowledgement
Thank you for your booking. The following information has been received by our system.

Options
- Add Service Orders | Add Another Booking

Account Information
- Account: Worner Campus Center
- Contact: DiRaddo, Lynnette
- Contact E-Mail: lidiraddo@coloradocollege.edu
- Contact Phone: 719-389-6608

Event Information
- Event ID: 5609
- Event Description: Worner Staff Meeting
- Event Date: Monday, September 21, 2015, 06:00 PM - 07:00 PM
- Event Type: Meeting

Space Criteria
- Space Types: Meeting Room
- Setup: Meeting Room
- Attendees: 10

Requested Booking Dates
Monday, September 21, 2015
- Status: Requested
- Space: WCC Rm 212
- Times: 6:00 PM - 7:00 PM
**Booking Request Acknowledgment: Part 2**

Please Double Check All Information, then SUBMIT

### User Defined Fields

**Campus Calendar Listing**
- Event Short Description (Event Teaser): Awesome Staff Meeting
- Campus Calendar Department(s): ---
- Sponsored By: ---
- Campus Calendar Office(s): Worner Center
- Campus Calendar Audience(s): Current Students
- Campus Calendar Search Keyword: Staff Meeting

Note: Keywords are subject to approval and entry is not a guarantee of use.

- Is this event open to the public?: * No
- Is this a private event (not open to the public or campus community)?: Yes
- Ticket Information: ---
- Free for All Audiences: ---
- CC Student: ---
- Non-CC Student: ---
- General Public: ---
- CC ID Holders: ---
- Will alcohol be served?: No
- Is food being delivered?: Yes
- Anything else we need to know?: ---
- Budget Code (Fund-Organization): * 110002-161351

### Notes

**Event Summary for Campus Calendar**
Worner Desk Awesome Staff Meeting
Email Confirmations

After submitting a request, event planners receive an order confirmation email with all request details. Then, within 48 hours, the planner will receive a second email when the venue manager has approved the space request. This email provides a link to add additional items to the event, including AV and facilities orders, catering, etc.
Step 1
Service Order Processing

The link within the confirmation email takes the planner to this Service Order Processing section.
Step 2
Shop for Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 FT Round Table</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 FT Round Table</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cocktail Tables (Short or High)</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 FT Banquet Table</td>
<td>1 $0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Chairs</td>
<td>5 $0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Foof</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Podium</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Staying 4 x 8 panels</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Stape Steps</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pipe &amp; Drape, B' sections</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Trash Cans</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Recycling Cans</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Chrome Stanchions</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Retractable Stanchios</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>20 x 20 canopy tent</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>10 x 10 Canopy Tent</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Coat Rack w/hangers</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed Sound System - Armstrong</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Celeste</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Shore Chapel</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### Step 2

**Shop for Services, continued**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat Rack w/hangers</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>A/V - Frontline Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installed Sound System - Armstrong</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Celeste</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Shove Chapel</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Beinis Great Hall</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Gaylord Hall</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Gates Commons</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Loomis Lounge</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - McHugh Commons</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Installed Sound System - Rockefeller</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Portable Sound System - Large</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Portable Sound System - Small</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Podium Microphone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Standard Microphone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Specialty Microphone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Wireless Handheld Microphone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Wireless Lavali Microphone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Microphone Stand</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Yamaha Portable Sound System</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Powered Speaker</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Conference Microphone System</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Conference Phone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Smart Cart (Projector, DVD Player, Bookshelf Speakers, and Laptop Input)</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Smart Cart (Projector, DVD Player, Bookshelf Speakers, Laptop Input)</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>TV Cart (DVD Player and Laptop Input)</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Skype Cart</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mac Adapter</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Projector</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tripod Screen</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>PowerPoint Remote/Laser Pointer</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Megaphone</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
<tr>
<td>Requesting Video Recording</td>
<td>$0.00 Each</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Order Overview

Order Form List

Facilities Services Events, A/V - Frontline Services

Order Details
Items marked with a blue (Auto) tag have been automatically added by the system when another item was added.

Facilities Services Events

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 FT Banquet Table</td>
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A/V - Frontline Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yamaha Portable Sound System</td>
<td>1 @ $0.00 Each</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

A/V - Frontline Services Total: $0.00

Grand Total: $0.00

Notes
Please enter additional notes information and click the button below to save the information.

Do you have any special requests?: Nothing else, thank you

Other Information
Please enter additional information and click the button below to save the information.

What catering needs do you have?: Other - Bon Appetit will contact you.

What audio visual needs do you have?: Here you would include any special notes

Please enter your facilities and setup needs.: Any special requests here

Anything else we need to know?: Again, anything special would go here

Proceed To Checkout

3:53 PM 7/26/2015
Step 3
Payment Information
For all on-campus departments and organizations, this should total $0.
Service Order Processing Confirmation

Options
Edit Order 162 | Add Another Order

General Information
Account: Warner Campus Center
Contact: Dillard, Lynnette
Event: Warner Staff Meeting (S609)
Function: WCC Rm 212 - Monday, September 21, 2015
Function Date: Monday, 09/21/15
CC Affiliate Price List

Order Information
Order Number: 162
Order Status: Request
Order Account: Warner Campus Center
Contact: Dillard, Lynnette
E-Mail: ldradd@coloradocollege.edu

Order Details
Facilities Services Events

<table>
<thead>
<tr>
<th>Item</th>
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Facilities Services Events Total: $0.00

A/V - Frontline Services

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<td>$0.00</td>
</tr>
</tbody>
</table>

A/V - Frontline Services Total: $0.00
Grand Total: $0.00

Notes
Do you have any special requests?: Nothing else, thank you

Other Information
What catering needs do other - Bon Appetit will contact you if you have?:

Click the link below to view a complete Bon Appetit catering menu:
Bon Appetit Catering Menu:

What audio visual needs do you have?:
Please enter your facilities any special requests here
Order Information

Order Number: 162
Order Status: Request
Order Account: Woman Campus Center
Contact: DiRaddo, Lynnette
E-Mail: ldiraddo@coloradocollge.edu

Facilities Services Events

<table>
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A/V - Frontline Services

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</tr>
</tbody>
</table>

Facilities Services Events Total: $0.00
A/V - Frontline Services Total: $0.00
Grand Total: $0.00

Notes
Do you have any special requests?: Nothing else, thank you

Other Information
What catering needs do Other - Bon Appetit will contact you, you have?:

Click the link below to view a complete Bon Appetit catering menu:
Bon Appetit Catering
Menu:
What audio visual needs Here you would include any special notes you have?:
Do you have?:
Please enter Your Any special requests here facilities and setup needs:
Anything else we need to Again, anything special would go here know?:
Review Listing on Campus Calendar

List of All Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visiting Writers Series: Break Beat Poets</strong></td>
<td>Mon, August 31, 2015</td>
<td>Mon, August 31, 2015</td>
</tr>
<tr>
<td>Gaylord Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 7:00 p.m. to 9:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Visiting Writers Series: Noel Black and Sommer Browning</strong></td>
<td>Wed, September 2, 2015</td>
<td>Wed, September 2, 2015</td>
</tr>
<tr>
<td>Gaylord Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 7:00 p.m. to 9:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Visiting Writers Series: Chanelle Benz</strong></td>
<td>Thu, September 3, 2015</td>
<td>Thu, September 3, 2015</td>
</tr>
<tr>
<td>Gaylord Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 7:00 p.m. to 9:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Need to Make Changes or Add Information?

- Refer to your Event Confirmation email
- Or view the CC Events Management Dashboard from the Single Sign On button

**CC Events Management Dashboard**

Welcome to CC Events Management. What would you like to do?

**Request Space on Campus for a New Event**

Secure a captive audience: View the current calendar for all events on campus to make sure your event doesn't conflict with others.

- Request space for a standard, one-time event
- Request space for a multi-day event
- Request space for a recurring event
- Request space at the Boca Campus

**Update an Existing Event**

If you need modify or add event support and information for an existing event (AV support, catering, room setup, campus calendar details, etc.), refer to your event confirmation email. You can also select your event from this current listing.

**Related Links**

- View the Campus Event Accessibility Guide
- I'm an administrator and/or venue manager.

Need additional event support? Or need to change the time or space for an existing event? Contact Campus Reservations at (719) 389-6608.

Having problems with CC Events Management? Contact the ITS Help Desk at (719) 389-6449.