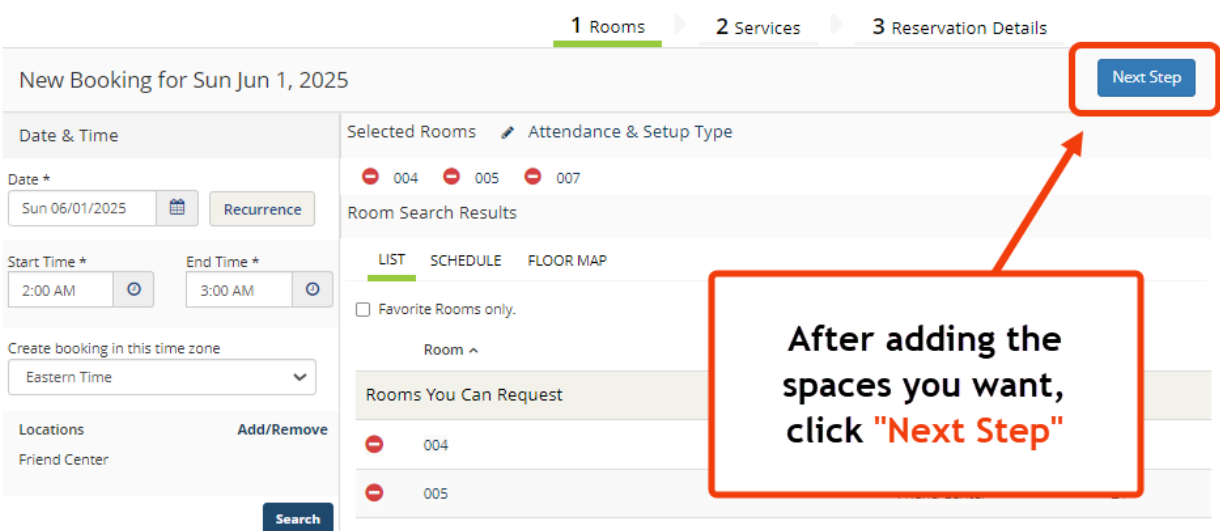


Add Campus Dining to a New Reservation

1) Login to the EMS Web App at scheduling.princeton.edu

2) After adding rooms to your reservation, click **“Next Step”**.



1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Sun Jun 1, 2025 Next Step

Date & Time

Date *
Sun 06/01/2025 Recurrence

Start Time *
2:00 AM

End Time *
3:00 AM

Create booking in this time zone
Eastern Time

Locations
Friend Center Add/Remove

Search

Selected Rooms Attendance & Setup Type

004 005 007

Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Rooms only.

Room ^

Rooms You Can Request

004

005

After adding the spaces you want, click "Next Step"

3) On the Services page, under the *Campus Dining* section, select either **“Full Service Catering”** or **“Paper Tiger”**.

The screenshot shows a web interface for selecting services. At the top right, there are two tabs: "1 Rooms" and "2 Services", with "2 Services" being the active tab. Below the tabs is a header "Services For Your Reservation". The main content is organized into sections: "AV Services", "Campus Dining", "Conference and Event Services", and "Transportation". The "Campus Dining" section is highlighted with a red border and contains two options: "Full Service Catering" and "Paper Tiger - A la Carte Selections", both of which are circled in red. A large red-bordered box at the bottom center contains the text "Choose: 'Full Service Catering' or 'Paper Tiger'", with two red arrows pointing from this box to the two options in the "Campus Dining" section.

4) **Full Service Catering:** \$150 minimum

- Enter estimated number of attendees and any special instructions
- Select up to six options for “Type of Service”

Full Service Catering

In the special instructions box please enter any details you would like us to know about your event. After submission, a member of the Campus Dining Staff will reach out to discuss your event.

1

Enter estimated number of attendees

Type of Service (Select a minimum of 1 and a maximum of 6)

Breakfast Lunch Dinner

Full Plated Dinner Cookout Reception

Special Instructions

-- or --

5) **Paper Tiger – A la Carte Selections:** budget friendly; food trays are dropped off

- Enter estimated number of attendees and any special instructions
- Select up to four options for “Type of Service”

Paper Tiger - A la Carte Selections

In the special instructions box please enter any details you would like us to know about your event. After submission, a member of the Campus Dining Staff will reach out to discuss your event.

1

Enter estimated number of attendees

Type of Service (Select a minimum of 1 and a maximum of 4)

Breakfast Lunch Dinner

Reception/Break

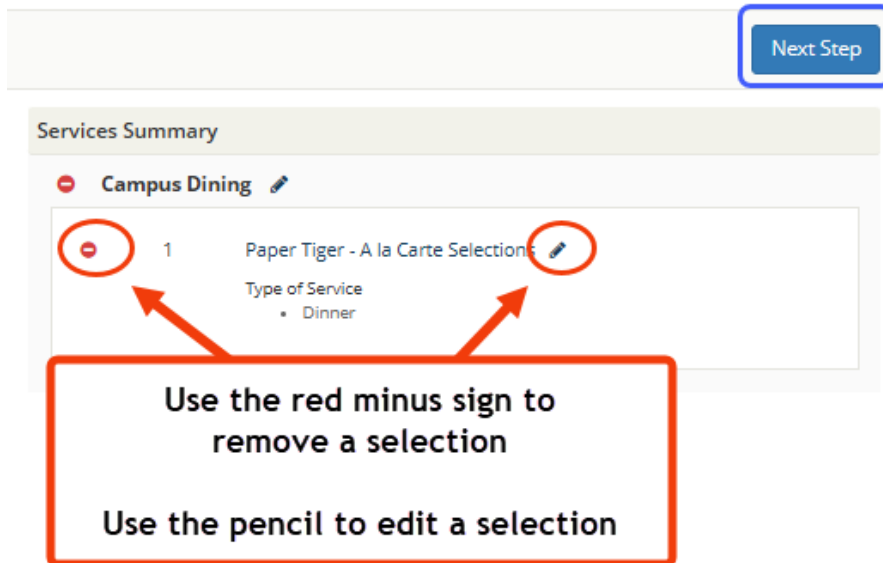
Special Instructions

6) Your selections will populate on the right side of the screen under “Services Summary”.

Use the red minus sign to remove a selection.

Use the pencil icon to edit a selection.

Lastly, click the blue “Next Step” button at the top of the screen.



7) Fill in the reservation details. Enter your department's chart string and click **“Create Reservation.”**

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group *

1st Contact

Additional Information

Will your event have food and/or alcohol? *

Food Provider

Would you like your event to appear on the University's Events Calendar? *

Will there be minors, non-matriculated individuals who are under 18 years old, in attendance? *

Billing Information

Chart String

Create Reservation

1. Enter the Reservation Details
2. Enter your chart string
3. Click "Create Reservation"