

How to: Order Meal Tickets for the Dining Hall

1. Login to EMS
2. Navigate to "Service Only Request" then "Dining Hall Meal Tickets & Table Linen Only" form

When and Where

Date: * 9/30/2016 Fri Recurrence

Start Time: * End Time: *

Setup Information

Attendance: * 0

Location Details

Building: * P/U at DHall or Deliver Elsewhere

Location: *

Get Services

Edit

When to use this form for Service Only Requests:

- To request DINING HALL MEAL TICKETS (through the lines) to be used at any time/date during specified meal periods paid by a department SCIP account
- To request LINEN only for an event that does not require any food/beverage service

You must request Linen **at least 7 days before** your event.

If you need a large volume, please submit your request at least 2 weeks before event to allow for weekly delivery. To make a special request for Linen less than 7 days in advance, contact [Dining Services](#).

* Not all colors and/or sizes are available in stock at all times *

Continue

3. Enter the date and time of expected use (or when the tickets are needed by) on the left menu
*Must be 24 hours in advance (excluding weekend hours)
4. Enter the number of tickets as attendance (this number will populate as the default quantity when you select the meal period)
5. For location details, indicate whether the department will pick up the items at Dhall or if alternative arrangements are needed
6. Click "Get Services"

7. Fill in the event and group details to reflect the purpose of the meal ticket request and where they will be charged to.
 - *If the appropriate Group is not in the dropdown menu, click the magnifying glass next to the dropdown to open a new window to search for a different Group
8. Select the meal periods you are requesting tickets for. The value entered for “Attendance” will auto-populate for each item selection, but can be changed if necessary
9. If the tickets are to be used by a large group during a specific time period, that information needs to be provided to Dining Services to adjust production
10. If the appropriate SCIP Account Number is not populated, click the magnifying glass next to that field to open a new window to search for a different SCIP account number

Info

Details

Event Details

Event Name:*

Event Type:*

▼

Group Details

Group:*

▼
🔍

1st Contact:*

▼

Phone:*

Fax:

Email:*

Dining Hall Meal Tickets

Can be used any time during specified meal period

- Breakfast (Serves 1) \$7.50
- Brunch (weekends only) (Serves 1) \$9.50
- Lunch (Serves 1) \$9.50
- Dinner (Serves 1) \$11.65

Will these tickets be used by a group of 30 or more during a single meal period?:*

▼

Billing Information

SCIP Account Number:

🔍

Submit

11. Click “Submit”
12. Dining Services will confirm via email when your meal tickets are ready