

## Booking Your First Event Class Syllabus

### Topics Covered:

- I. CaterEase Introduction
  - A. Ribbon Tabs
  - B. Navigation Pane
  - C. Frequently Used Buttons
  - D. Event Manager: Using the Event Display
  - E. Event Manager: Using the Sub-Event Display
  
- II. Using the Event Wizard
  - A. Accessing the Event Wizard
  - B. Adding a New Account/Contact Person
  - C. Choosing a Wizard Layout
  - D. Completing the Informational Fields
    - A. Filling out General Details
    - B. Filling out Room Details
      - a. Using the Room Selection Wizard
    - C. Filling out Site Location Details
    - D. Entering Food/Service Items Details
      - a. Retrieving Food/Service Items from Default Menus
      - b. Adding a Custom Food/Service Item to an Event
  
- III. Adding a Second Sub-Event
  
- IV. Generating the Contract (Or Other Print)
  - A. Printing the Contract (Or Other Print)
  - B. E-mailing the Contract (Or Other Print)
  
- V. Posting a Payment
  
- VI. Customizing Quickpick Lists
  
- VII. Q & A