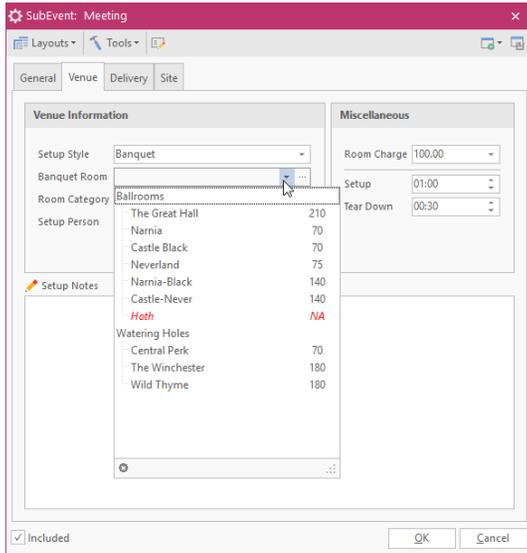


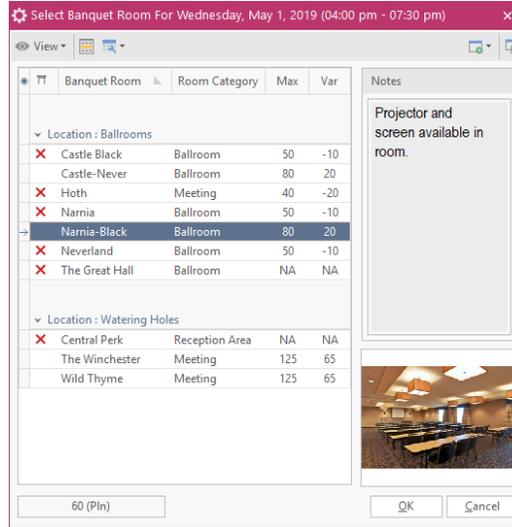
## Enter Room Information

1. Click the **Sub-Event** button in Event Manager.
2. Select the sub-event (if more than one) to which you would like to add a venue.
3. Click the **View/Edit Current Sub-Event** button , located on the right of the sub-event pane.  
**Note:** You can also add a new sub-event by clicking the **Add a New Sub-Event** button .
4. Click the **Venue** tab on the Sub-Event window.
5. Click the down arrow to the right of the **Setup Style** field, then choose a setup style from the list of options.
6. Click the down arrow to the right of the **Banquet Room** field, then select a banquet room from the list of options.  
**Note:** The number to the right of each room name in the drop-down list indicates the maximum capacity of guests in that room for the setup style. "NA" indicates that the selected setup style is not recognized for that room.
7. **[Optional]** Click into the **Room Charge** field and enter a room charge, or simply accept the default.
8. **[Optional]** Click into the **Setup** or **Tear Down** fields and enter the amount of time needed to set up or tear down the room.
9. **[Optional]** Click into the **Setup Notes** text box and type any necessary setup notes (or retrieve existing notes from your Scratch Pad).



## Use the Room Selection Wizard

1. Click the **Venue** tab on the Sub-Event window in Event Manager.
2. Verify the appropriate **Setup Style** is selected.
3. Click the Room Selection Wizard (ellipsis button) at the right of the **Room** field. You will see that the best-matching room for your sub-event is highlighted, and rooms with conflicts (double-booking, capacity, etc.), are noted with a **red X**.
4. Optionally select another room if you do not want to accept the selected room.
5. When finished, click **OK**.



## BANQUET ROOMS

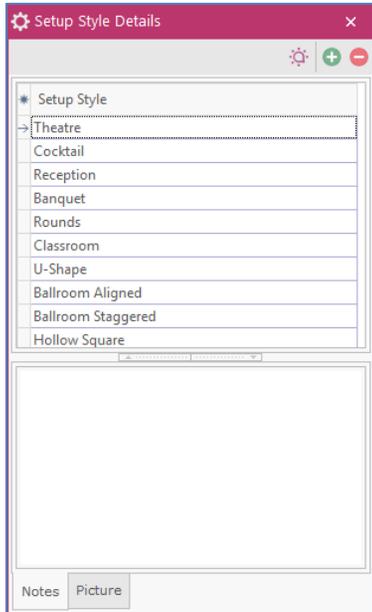


a product of  
Horizon Business Services, Inc.  
Naples, FL 34102  
T: 239.261.6617  
F: 239.261.0067  
www.caterease.com  
help@caterease.com

(See [Adding or Editing Banquet Room Details](#))

## Add a Master List of Setup Styles

1. Click the **Administration** ribbon tab.
2. Click **Venues > Setup Styles**.
3. Click the **Add New Setup Style** button , located at the top of the window.
4. Type a name for the new setup style.  
**Note:** *If you are using an interface to diagram your banquet rooms, you might consider using the **Add Social Tables Setup Styles/Add Room Viewer Setup Styles/Add All Seated Setup Styles** button in Step 3 to automatically populate the setup style list for you.*
5. **[Optional]** Click into the **Notes** text box at the bottom of the window and type any desired notes pertaining to the setup style.
6. **[Optional]** Click the **Picture** tab and right-click inside the text box to load a digital image of the selected setup style.
7. When finished, click the  to close the window.



(See [Setting up Banquet Rooms](#))

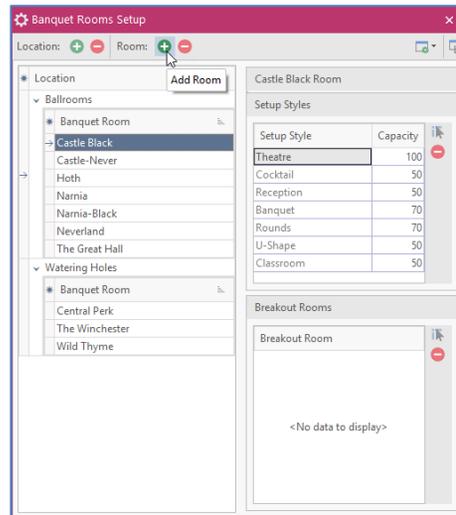
(See [Creating and Using Venue Diagrams](#))

## Create Locations to Group Your Rooms (Optional)

1. Click the **Administration** ribbon tab.
2. Click **Venues > Banquet Rooms Setup**.
3. Click the **Add Location** button , located at the upper left-hand side of the window.
4. Click **Yes** to confirm.
5. Type a name for your new location.
6. **[Optional]** Click the ellipsis button to the right of the location name and enter location details.
7. Optionally add Notes and Images pertaining to the location by clicking the **Notes** tab or **Picture** tab, respectively.

## Add Banquet Rooms

1. Click the **Administration** ribbon tab.
2. Click **Venues > Banquet Rooms Setup**.
3. In the left pane of the window, select the location you want to add a new room to (or create a new location as described above).
4. Click the **Add Room** button , located at the top of the window, toward the middle.
5. Type a name for your new room.
6. **[Optional]** Click the ellipsis button to the right of the room name and enter desired details.
7. Add setup styles, guest capacities, and breakout rooms as described below.



(See [Setting up Banquet Rooms](#))

## Establish Setup Styles and Capacities

1. In the left pane of the Banquet Rooms Setup window, click on a banquet room name to select it.
2. Click the **Select Setup Style** button .
3. Highlight any setup styles that apply to the selected room.
4. Click the **Select** button at the upper left-hand side of the window to add the highlighted setup styles to your banquet room.
5. Click the  to close the window.
6. Click into the **Capacity** column beside each setup style and type a maximum capacity for the style in the currently selected banquet room.
7. Repeat to add setup styles and capacities to other banquet rooms.

(See [Setting up Banquet Rooms](#))

## Establish Breakout Rooms

1. In the left pane of the Banquet Rooms Setup window, click on a banquet room name to select it.
2. Click the **Select New Breakout Rooms** button , located in the **Breakout Rooms** area.
3. Highlight any banquet room(s) that are "breakouts" of the selected room. (For example, if you have "Ballroom ABC," then its breakout rooms might be "Ballroom A," "Ballroom B," "Ballroom C," "Ballroom A-B," and "Ballroom B-C" (all possible rooms that can be formed by "breaking" the large ballroom apart).)
4. Click the **Select** button at the top left of the Select Breakout Rooms window to add the highlighted breakout rooms to your selected room.
5. When finished, click the  at the top right of the Select Breakout Rooms window to close it.

(See [Setting up Banquet Rooms](#))