

## Online Ordering for the Caesars Superdome

Website: [superdome.ezplanit.com](http://superdome.ezplanit.com)

### First Time placing an order?

You will need to create your user account. Click on **SIGN UP** located at the top right corner of webpage to create and register account

You will be prompted to fill out required fields to set up your user account. This is done one time only. **Please retain your Username & Password for future use.**

### Returning User at the Caesars Superdome?

Click on **Login** if you have a username & password for the **Caesars Superdome**.

If you have an Ezplanit **login for another venue** (SKC, Shrine on Airline) that login **will not work at the Caesars Superdome**. Please create another login, as logins, are venue specific. If you need assistance, please contact Carol Hernandez at 504.558.6278

### Placing an order:

1. Select your Event by clicking the date of the event on calendar or from event list. Click on **Place Order** link.
2. Select your **location/Suite#**.
3. Select menu category of choice. You may use the light gray scroll bar to the right of categories to view **all** categories.
4. Click on a menu Item to expand and select **Add** to move to your cart.
5. Once you have completed adding items to your cart, click **"Go To Checkout"**.
6. Review your order and select a method of payment. If this is your **first-time ordering**, please click on **"Add New"** and enter your credit card information. Your card information will be retained for future use.
7. Click **Continue**. You will be able to review the order, give delivery instructions and list the names of authorized guests with charging privileges in the **Notes** section. Please consider adding a gratuity for your server prior to completing your order. To minimize contact, we will not present a final summary at the conclusion of event. You will now receive your final summary via email post event.
8. Check the box that you **agree to the venues policies** and then submit order. You may read the venue policies by clicking on the policy link.
9. You should get an order number (located at the top of page) when you order is successfully submitted. If you do not get it, your order was not placed.
10. You will be emailed an itemized copy of your order for approval. Please sign and return via fax to 504.558.6296 or via email.
11. For changes or questions about your order please contact **Carol Hernandez at 504.558.6278** or **Catering Coordinator Monica Linam at 504.558.6260 ext. 6608**

**Orders are due by 5pm (4) business days prior to event**