1. Navigate Shop>Shopping>Go To>View Forms

2. Within Shared >Organization Forms, select the Claremont Resort Off Campus Events form.

3. The supplier’s name (The Claremont Hotel Club & Spa) will be defaulted. Within the Event Information section, enter Unit Price. (Quantity will always default to 1).

4. Enter the Number of attendees.

5. Select the appropriate answer for: Are any attendees not affiliated with the University?

6. Select the appropriate answer for: Will alcohol be served?

7. If applicable, enter the Number of Guest Rooms needed.

8. Select the Event Start Date and Event End Date.

9. Select the appropriate answer for: Is a Certificate of Self-Insurance Required by the facility?

10. Provide a brief description of the event and attendees.

11. Enter the UCB event contacts information in the Event Contact Information section.

12. Enter the Claremont representatives contact information in the Facility Contact Information section.

13. Attach the contract to the Internal Attachments by clicking add attachment…

14. From Available Actions, select Add and go to Cart and click Go.

15. Complete the shopping process.