NOTRE DAME
HOSPITALITY

Notre Dame Hospitality Event Dashboard FAQ

I'm having trouble logging into the dashboard. What should I do?
Your account may need to be authenticated first. The good news is that this is quick to do. Please visit scheduling.nd.edu and log in using your OKTA credentials. Once that is completed, please return to the Notre Dame Hospitality Event Dashboard to submit your request. If you continue to receive an error message, please reach out to us at hospitality@nd.edu.

How far in advance can I book my event venue?
Event venues listed in the Notre Dame Hospitality Event Dashboard will be available to request 180 days out on a rolling basis. Need your event booked beyond that window of time? Please reach out to us at hospitality@nd.edu.

My event is requested and is now displayed in my Notre Dame Hospitality Event Dashboard. How can I see all of the most up-to-date details pertaining to my event?
Within the Notre Dame Hospitality Event Dashboard, your event will have several details available to view in real time:

- Reservation ID
- UEE Event Coordinator
- Status of your event (In Review, Waiting to be Assigned, Planning Time or Event Complete)
- Date
- Event Time
- Location
- Requested Set-up
- Event Attendee Count
- Booking Details (click the 'carrot' under 'Details' to view)
- Attachments associated with your event

To view your most recent event summary in its fullest form, please select 'View Event Details' from the Actions menu on your event. A full summary will be sent to your email.

What is the change/cancellation policy for my event?
Any changes within three (3) business days prior to the event requires approval. Changes may include the menu and the guest count. If changes are approved a minimum charge of $500.00 will be added on the final invoice.

When do I need to provide my final event headcount?
Final attendance must be specified fourteen (14) days prior to the event start date to your Event Specialist. This number will be considered your minimum guarantee and is not subject to reduction. With prior approval, you may increase your guest count within fourteen (14) days. Should a final guarantee not be received at fourteen (14) days, your expected attendance on

your banquet event order will be considered the final guarantee. You will be charged for your final guarantee or the number in attendance, whichever is greater.

Which caterers can be used at Stadium and MI/McKenna?
Stadium- Three Leaf, Express/Drop-Off, Levy, Navarre, LaSalle
MI/McKenna- Three Leaf (full service) Only

Can I view some layout options for my event?
Check out the full list of venues, details and layout ideas here.

When is the latest I can submit my menu selections for an event?
Menu selection is required three (3) weeks in advance of your event. Orders placed fewer than three (3) weeks prior to the event may be subject to product and staffing availability limitations.

What is the food & beverage minimum for Three Leaf catering?

Based on the approximate number of Guests, a minimum in food and beverage revenue is required in connection with the Event. The number of catered food and beverage functions and the attendance have been taken into consideration in establishing and providing this minimum. Therefore, in the event that the minimum is not reached, the difference between the amount actually spent and the minimum will be applied as an additional rental fee at the conclusion of the event. Only food, non-alcoholic beverages and alcoholic beverages apply toward the food and beverage minimum. Hotel room service, restaurant and bar usage not included as part of the Event, administrative fees (currently 20%), food and beverage taxes (currently 7% and subject to change without notice), labor charges, audio-visual, parking or any other miscellaneous charges incurred by Notre Dame in connection with the Event will not calculate into the minimum.