



## Catering Guideline

- Go to: <http://catering.lessings.com>
- Look for: “Don’t Have an Account Number – Click here to create an account
- SCCC Account Number for all users is: SCH280
- Complete the information requested creating your own password. Then click create an account.
- You will be directed to the site for the Lessing’s Catering Guide for Mercer County Community College.
- Once logged in you will “Start a New Order” and the catering menu will open up.
- Complete the top of the form with the order details, add a PO if necessary, and use the special instruction area or notes as needed.
- Using the check boxes on the left, you can select the options you wish to order.
- At the bottom of the form you can submit or save to review .
- Call ext 1330 and talk to Greg Cooke if you need anything else or have questions.
- Call the café if you wish to customize an order, have a special request or wish to discuss an upcoming event.

