# **Rooms Management Integration Form**

Welcome to CaterTrax. We look forward to working with you to customize your CaterTrax site. To prepare for our information gathering call, please read through the information and questions and have the information we need handy.

During our call we’ll discuss some additional options based on your business, as well as expectations for the timing of your site launch. The call will also give you an opportunity to ask any questions you may have.

We have developed a worksheet to assist you with defining your requirements for the creation of your Rooms Management Solution.

* What phone number should be posted for Rooms Reservation contact?
* Who is the primary person regarding Room Reservation set up questions?
* What email address should be used for notification of newly placed room reservations?
* Will your customers be allowed to create their own reservations, or will this only be available to site administrators?
* Would you like to turn on the ability to place recurring or repeating room reservations?
* Will customers be able to cancel their own reservation, or are site administrators responsible for this?
* Will your customers be allowed to view all reservations, or only their own?
* Is there a standard length of time that should be left open as a buffer between reservations, allowing you to tear down and reset the room? If so, how long? *This time buffer may be set different for each room.*

Thank you for taking the time to complete this form. When complete, you may return it to us by email at [*Site.Launch@CaterTrax.com*](mailto:Site.Launch@CaterTrax.com) *.*

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**Site Information**

Site Name:

CaterTrax Site URL (if known):

Your Name: