



EZPlanit Online Ordering

Website: principalpark.ezplanit.com

Site works best using Microsoft Edge or Internet Explorer.

First Time Placing an Order?

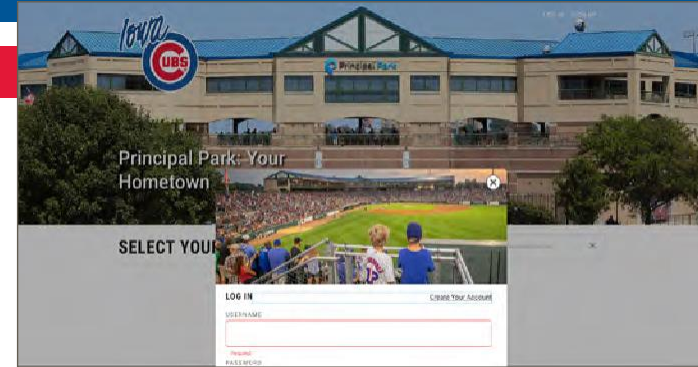
Click on **SIGN UP** located at the top right corner of webpage to create and register your account. You will be prompted to fill out required fields. This is done one time only. Please retain your Username & Password for future use.

Returning User at Principal Park?

Click on **Log In** if you have a username & password for Principal Park. If you have an Ezplanit login for another venue, that login will not work at PP. Please create another login (see above). If you need assistance, please contact **Joseph DeFazio** at **515.244.3464 x27**.

Placing an Advanced Order:

1. Select your Event on list or you can search by event name.
Click on **SELECT**.
2. Select your **location/Suite#**.
3. Select menu items of choice. You can search for items by name or search by menu categories.
4. Click on a menu item to expand and select **QTYs** and add to cart. You can review your order at anytime by clicking on **YOUR ORDER** at the top of the page.
5. Once you have completed adding items to your cart, click on **Your Order** at the top of the page and click on **CHECK OUT**.



6. You will be able to review the order, give delivery instructions, select payment method, list the names of persons that can make purchases on event day and you can prearrange a gratuity for your server. (The 22% service charge is not a tip for your server*)

If this is your first time ordering you will have to add payment information by clicking on **CHANGE PAYMENT METHOD**. If you have previously placed an order, the last card provided will be used for the order.

7. Click on **PLACE YOUR ORDER** to submit the order.
8. You will receive an order number (located at the top of page) when your order is successfully submitted. If order number is not provided, your order was not placed.
9. You will also receive an itemized copy of your order for your approval. Please sign and return via email: suites.catering@iowacubs.com.
10. For changes or questions about your order please contact **Joseph DeFazio** at **515.244.3464 x27**.

Orders are due by 5 pm (2) business days prior to event.