

Organization Name: _____

Date: _____

Time: _____

Contact Name: _____

Phone: _____

SUPPLIES NEEDED

Head Table (1-8ft) _____ (2-8ft) _____ Podium & Microphone Only _____

Table Podium W/Microphone _____ Cordless Microphone _____

Standing Mics _____ Boom Mic _____ Piano _____ Will Stage Be Used _____

Table Numbers _____ Hand Towels _____ Trash Bags _____

Special Needs for Entertainment/Band _____

Please have a room set up completed and on file two weeks prior to your event date.

B.Y.O.B. _____ COFFEE....._____ Caffeinated _____ DeCaffeinated

Ice Buckets# _____ 6 oz Cups _____ qty. Stirrers _____

Water Pitchers# _____ 8 oz Cups _____ qty. Lemonade _____

Coffee Pots# _____ 12 oz Cups _____ qty. Coffee Carafe _____ qty.

Roaster Ovens# _____ 16 oz Cups _____ qty. 5 Gallon Cont. _____ qty.

Utensils# _____ Spoons# _____ Forks# _____ Knives# _____ Other _____

Oven _____ Griddle _____ Grill _____ Dishwasher _____

PAPER PRODUCTS:

Cocktail Napkins _____ Tablecovers ... round _____ 8' _____

Dinner Napkins _____ Snack Trays _____

Placemats _____ / color (if available) _____

6" paper plates _____ 9" paper plates _____ Other (if available) _____

ADDITIONAL INFORMATION:

Catered Yes _____ No _____ By: _____

Caterer must have Proof of Liability and License on file at the association office

Yes _____ No _____

If not, please have company provide the association office with them prior to the event.

Please schedule kitchen access for day of event with a kitchen manager 3 days prior to the event to obtain instructions on the proper use and cleaning of the kitchen and equipment. Failure to do so may result in a fee for someone to come in and open the kitchen up the day of the event.

Kitchen Managers: Contact Roy Sager at 380-7898. If he is not available, contact the Activities Director at 480-380-0106.

Signature: _____ Date: _____