

Food and Refreshments

Coordinator:

Vendor:

Menu:

Contact Info:

Required Health Permit: Yes No

Required Business License: Yes No

****Reminder- no food cooked from home****

Anticipated Attendance:

Supplies/Food (Napkins, Utensils, Plates, water, etc.)

Needed:

Available:

Entertainment

Coordinator:

Entertainment:

Master of Ceremony:

Contact Info:

DJ, Band, Singer, Dance Group, Guest Speaker
(Bio, Contact Info, and Reference List Required):

To use an outside vendor such as a caterer, entertainer or guest speaker, we require an Independent Contractor Packet from Accountant or Advisor - Volunteers cannot oversee. 4 weeks minimum and 3 months if it costs over \$1,000.

