Food and Refreshments

Coordinator:	Vendor:		
	Menu:		
Contact Info:	Required Health Permit: Yes No		
	Required Business License: Yes No		
	Reminder- no food cooked from bome		
	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.

Decorations

Coordinator	Theme (Table cloths, balloons, etc.):
Name:	
Contact Info :	Needed Items:

Volunteers:		
Name & Available Times	Phone No. / Email	Club/Organization