

**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: \_\_\_\_\_