



What do you need to know before you continue?

1. Will the event include any of the following (if so, you'll need additional insurance, contact Mark Sorel in the Main SA Office):

A Parade, March/Walk | Aircraft or hot air balloons | Alcohol | Animals | Any activity by third party telemarketing, direct mail or internet advertising firms | Carnivals with mechanical amusement rides | Contact sports | Events lasting more than 5 days | Events with more than 500 people in attendance at any one time | Fireworks | Motorcycle runs or Automobile rallies | Political Rallies | Requirement to name performer as an Additional Insured | Rock, Hip-Hop or Rap performances with attendance greater than 500 | Rodeos

2. Contact info for yourself and your club's onsite contact (if it's not you)
3. What is the estimated attendance?
4. Event: Name, Description & Location
5. Venue info
6. Who is catering? And their contact info
7. What time:
 - a. You can access the venue?
 - b. The event begins/ends?
 - c. You be out of the venue?
 - d. When will food be served?
 - e. When will wait-staff/servers start/end?
 - f. When does beverage service start/end?
8. What is the minimum number of servers provided by the caterer?
9. What is the maximum amount caterer could be paid under this contract?
10. What is the maximum price per person?
11. The legal name and address of the caterer (must match the person or entity receiving payment as presented on their W9)?
12. Is there already a W9 on file? (check with SA finance department)
13. Attach any documentation that your caterer provided, like a contract.
14. What is the catering fee? We will need a BEO (Banquet Event Order) or other itemized menu.
15. Are there any other terms or conditions to this deal (i.e., coat check, security, etc.