



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](#)):

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.)?