

EVENT/RENTAL CHECK LIST

Event Date _____

Name _____ Phone# _____

Email address _____ Cell# _____

Honored Person(s) _____

_____ 95 days Member in Good Standing/Current w/TBS obligations? _____ Date Verified _____

_____ 95 days – Just a courtesy reminder that ___ of all fees, **estimated # of guests**
Name of Caterer/Food Store (Booking the Date/Oneg) are due in a few days. (State late charges)

_____ 90 Days – We have not received Preliminary info... Make sure names & phone numbers of
CONTRACTORS & VENDORS are included so we can send them their contract. (Re-state late charges)

_____ 65 Days – **Completed** forms are due in a few days. Make sure all names & phone numbers are included. Don't wait till the last day. Seating plan is needed 14 days before the event.
 Any questions filling out the forms? (re-state late charges)

_____ 60 Days – All forms should be here. Seating plan is needed 14 days before the event.

_____ 30 days - We still have not received forms...

_____ 14 days Seating/Table Plan-What decorating plans do you have?
 What times would you like access to the Temple for decorating, etc.

VENDOR & CONTRACTOR AGREEMENT		
Date Received	Agreement	Insurance
Caterer	_____	_____
Florist.....	_____	_____
Chair/Table Rental .	_____	_____
Structures (Tent, etc)	_____	_____
Other.....	_____	_____

<u>OK to Release Security Deposit</u>	
Verify Sec Dep actually paid.....	<input type="checkbox"/> \$
Verify all costs were paid.....	<input type="checkbox"/> \$
Deductions _____	\$
Total Refund _____	\$ <input type="text"/>
House VP _____	Date _____
Ritual VP _____	Date _____