

Other Important Event Planning Info and Tips:

❖ Meals and Light Refreshment Forms (MLR's):

- When filling out the PDF you must "save as" and change the name or all changes will be deleted.
- Submit all required forms together as a packet instead of submitting them individually, supplemental info like list of attendees, agenda, and itemized food list can be combined onto one document.

❖ Rules about food:

- Anyone who will be preparing/handling food must have a food handler's permit if the food is not individually packaged.
- Will need to provide an explanation of how meat will be monitored and kept safe if providing meat at event.
- Cannot provide free food in the PUB Main Dining Room before 2:00 pm.
- Funds cannot be used to purchase ingredients for making food for an event.

❖ Fundraising/ Revenue Generating Events:

- **Two kinds of allowable fundraising:** revenue generating for club/program budget and fundraising for an eligible non-profit.
- **Three Revenue Generating Event forms:** proposal, cash handling checklist, and final report.
- Nonprofit organizations must have 501c status and must be approved. There needs to be clear signage at the fundraiser indicating that profits will be donated and explaining what the organization does.

❖ Finding Prices:

- **Lancer Online Ordering:** <https://lancercatering-wa.catertrax.com/>
- Costco Business website can be used to find prices and to order food for delivery.
- Many prices for other stores and restaurants can be found online or by calling.

❖ Showing Films:

- Need to follow Copyright laws when showing a film at an event. The film must connect to educational learning objectives and you cannot sell tickets to the event.