

OFFICIAL VISITATION INFORMATION SHEET FOR POTENTATE AND DIVAN

Name of Unit, Committee, or Club: _____ Today's Date: _____

If this is a combined club function, please list other clubs: _____

Date of Function: _____ Type of Function: _____
(Banquet, Dinner Dance, Theme Party, etc.)

Times: Social Hour: _____ Dinner: _____ Entertainment: _____ Dance: _____ Other: _____

Place of Function (Please include name, address and map if possible): _____

Cost Per Person (each): \$ _____ Includes refreshments before dinner? Yes No
Includes refreshments after dinner? Yes No

Choice of Entrée? Please list selections available: _____

Is function (circle one) Men Only Ladies invited

Dress code for Officer (circle one): Tails Tux Suit Casual Theme

Dress code for Ladies (circle one): Long Formal Cocktail Short Dress Casual Theme

Just in case you come up with another idea: _____

Will there be Reserved Seating? Yes No Tables of 8, 10, or _____ Will there be a Head Table? Yes No

Are there any special Seating Arrangements? _____

Name, address, and contact number for Party Chairman: _____
(Please list Home & Business Phone Number)

Remarks: _____

Reservation Deadline: _____ Is this a FIRM date? Yes Somewhat No

I will call Jim at 630-889-1400 on (date) _____ for a Head Count.

Do you need a Photographer? Yes No (Unit/Club/Committee responsible for payment for photos)

Mail to: Medinah Shriners
550 N. Shriners Dr.
Addison IL 60101
OR: Fax: 630-705-9907
Email: jim@medinah.org

Signed _____
Name/Title