

OFFICIAL VISITATION INFORMATION FOR POTENTATE & 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: _____

Location of Function (Name & Address): _____

Cost Per Person: \$ _____ Includes refreshments **before** dinner? Yes No
Includes refreshments **after** dinner? Yes No

Choice of Entrée? Please list selections: _____

Is function (circle one): Nobles Only / Nobles & Ladies / Family

Dress code for Officers (circle one): Tux / Suit / Casual

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

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 and cell number for event coordinator: _____

Add'l Remarks: _____

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

I will email Jodie at jodie@medinah.org on (date) _____ for a Head Count.

Submitted By (Please Print): _____

Name / Title

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Please email this completed form to:
jodie@medinah.org