

OFFICIAL VISITATION INFORMATION SHEET 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: _____ Other: _____

Place of Function (Please include name and address): _____

Cost Per Person: \$ _____ 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 Officers (circle one): Suit Casual Theme

Dress code for Ladies (circle one): 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 other: _____

Will there be a **Head Table**? Yes No

Are there any special seating arrangements? _____

Name, address, and contact number for Party Chairman: _____

Additional Remarks: _____

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

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

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

Signed _____
Name/Title

Please email this form to recorder@medinah.org