

**RETURN THIS DOCUMENT BY MAY 2018**

<b>Form B</b>		<b>F&amp;B Logistics Planning Form</b>	
<p><b>INSTRUCTIONS:</b> Please complete this form and email it to Jill Grotzinger, <a href="mailto:Jill.Grotzinger@artsandrec-op.org">Jill.Grotzinger@artsandrec-op.org</a>, or fax, 913.897.4467. Tickets are distributed in June after all required documentation is returned (<b>Forms B &amp; copy of insurance</b>). Stipends are distributed the evening of the event.</p>			
Participant Name		<i>(Restaurant or Vendor group name – as you want it to appear in the program and signage)</i>	
Contact Name:		Cell Number:	
Contact for Night of the Event:		Cell Number:	
Co. Insurance Agent	<i>(Please attach a copy of your insurance certificate.)</i>		
Insurance Agent Phone			
Liability Coverage	\$ <i>(Please list dollar amount. Minimum requirement is \$1,000,000 and if serving beer/liquor it will also need to include Liquor Liability. The certificate will need to name The Arts &amp; Recreation Foundation of Overland Park as an additional insured.)</i>		
<p><b>HOLD HARMLESS AND INDEMNIFICATION:</b> <i>The parties acknowledge that it is their intent that the vendor/concessionaire release and indemnify The Arts &amp; Recreation Foundation of Overland Park and their employees, volunteers, agents and representatives for Bodily Injury and/or Property Damage caused from the vendor/concessionaire's negligence.</i></p>			
<b>Check in</b>			
Number of people who will participate at your food station.	<i>(# needed for insect bands. Note: ALL must be 21 yrs old or above, IDs may be checked.)</i>		
<p>Will you purchase any additional tickets?    <input type="checkbox"/> Yes    <input type="checkbox"/> No  <i>(Tickets may be purchased at <a href="http://www.stemssoiree.org">www.stemssoiree.org</a> for \$125 each by April 30th; \$150 thereafter.)            (Each participating restaurant will receive 4 tickets prior to the event.)</i></p>			
<b>Menu/Signage</b>			
List your menu as you want it to appear in the program and/or signage			
<i>(Menus must be approved by a Stems Representative to minimize duplication.)</i>			
Does your menu require a "Raw Food/Allergy" advisory sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, for what menu item(s)?		
<b>Equipment and Food Preparation</b>			
Stems will provide two 8' tables and two chairs at each food station. List additional needs.			
Will you cook onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, what will you cook and what equipment will you use to cook?		
Will you prep onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, what will you prep and what equipment will you use to prep?		

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Other Equipment?			
List your procedures to hold HOT foods:			
List your procedures to hold COLD foods:			
Will you need to store food in the refrigerator truck?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, what and how much space do you need?  <b>NOTE:</b> Containers must be labeled properly for easy identification during the event.		
<b>Supplies – We Will provide all Supplies</b>			
Ice (List # of 40 lb bags)			
Dinnerware/Utensils (we provide compostable supplies)	<input type="checkbox"/> Plates <input type="checkbox"/> Bowls	<input type="checkbox"/> Napkins <input type="checkbox"/> Forks	<input type="checkbox"/> Knives <input type="checkbox"/> Spoons
<b>Promo Items</b>			
Do you plan to handout promo items?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, what?  (Items might include wine charms, koozies, glow-in-the-dark jewelry, etc. All items must be approved by a Stems Representative.)		
<b>Parking, Setup/Teardown, Scheduling</b>			
Will you use a large vehicle (van, truck, trailer) for load in/out? <b>Staff will be available to assist with carts.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, what?  <b>MUST stay in pre-approved parking areas; no vehicles on grass at any time.</b>		
How much set-up time do you need?			
Would you participate in early set-up (early morning on event day)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:		
Tear-down – Will you be able to take all of your equipment off the premises by 12 midnight Saturday, or will you need to return on Sunday morning (no later than 10a.m.)? <input type="checkbox"/> Saturday night <input type="checkbox"/> Sunday morning			
<b>Note:</b> Stems or the Arboretum are not responsible for damage or loss of property left at the Arboretum overnight.			
Will you need assistance before, during, or after the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, explain your needs:		

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Stems set-up is responsible for setting up equipment provided by Stems (tables, chairs, 5gal sanitizer bucket, fan, etc.). Indicate special instructions for how your area needs to be setup.

**Electrical & Lighting**

*Consider the following when completing this section:*

- All equipment you plan to use (food preparation equipment, serving, warming trays, displays, etc.) and indicate all electrical/lighting devices needed for them to function.
- We provide two strings of café lights per vendor tent.
- The power layout for each event destination will be configured based on the requirements you indicate.
- For electrical/lighting questions or to communicate changes to requirements after submitting this form, contact Leo Handzlik at [Stems@artsandrec-op.org](mailto:Stems@artsandrec-op.org)).

**Electrical & Lighting (cont.)**

Equipment	Description	Technical Electrical Requirements
Illumination Lighting		
Decorative Lighting		
Sound/Musical		
Computer(s)/Displays & Monitors		
Other: Specify		
Indicate any pertinent information about your equipment that impacts electrical/lighting		

**General**

Describe personal decorations you will bring.

*(Decorations must be approved by a Stems Representative.)*

Include general notes, comments, special needs, concerns, or questions and we will respond.