

TIMELINE

30 DAYS PRIOR TO EVENT

- Last day for tasting (event must have more than 200 people attending AND must request a custom menu)

2 WEEKS PRIOR TO EVENT

- Exemption request due

1 WEEK BEFORE EVENT

5 BUSINESS DAYS PRIOR TO EVENT

- Events placed less than 5 business days ahead of time will be charged a \$75 late fee if DHS is able to accommodate your request

2 BUSINESS DAYS PRIOR TO EVENT

- Receipt for alcohol purchases must be submitted for UNLICENSED premises

4 MONTHS PRIOR TO EVENT

- Earliest catering quotes confirmed

1 MONTH BEFORE EVENT

3 WEEKS PRIOR TO EVENT

- Special orders for table linen due
- Enhancement requests due
- Request for customized menus due

7 BUSINESS DAYS PRIOR TO EVENT

- Alcohol exemption forms due
- **Last day to request catering**
- Last day to cancel custom menu for a full refund

3 BUSINESS DAYS PRIOR TO EVENT

- Finalized menu and guest count
- Zero balance invoice due for donated alcohol on LICENSED premises
- **Last day to cancel catering for a full refund**
- Last day to request Snarfs and Louie's Pizza extended catering

EVENT DAY

