

Party Contract Checklist

This sheet must be turned in with the party contract.

Contract turned in 5 days in advance	
Guest list turned in if event is private	
Reserve room on the portal <ul style="list-style-type: none">Room will be tentatively booked before the contract is approved, the room will be confirmed after the contract is approved	
Contact Dining Services <ul style="list-style-type: none">Theresa Dunton, Catering tdunton@randolphcollege.edu	
Meet with Coordinator of Student Engagement <ul style="list-style-type: none">Review of eventPolicy reviewPlan to monitor alcohol and ensure no underage drinking	

For office use only:

Contact Campus Security Director or designee _____

Contact admin on-call _____