



SECTION 6: HOSPITALITY

Below, you'll find a link to a list of pictured items that should be acquired from a local Walmart or grocery store and made ready by **(times to be advanced)** for use in the green room and throughout the day. If venue can provide any items, please do. No need to purchase.

[My Lists | walmart.com](#) **Greg's list**

Above, we've provided a general guide. Below, you'll discover specialized bullet points for specific items:

- Cash Buyout is preferred. Please advise via email.
- Provide 50 pounds of ice (e.g. 5x 10 pounds bags, etc.).
- Provide one steamer and iron. No seamstress required.
- Three cases of sparkling water with different flavors (e.g. Lacroix, Bubly, etc).
- Provide 1 large fresh fruit tray, 1 large veggie tray without tomatoes, and 1 large meat and cheese tray (preferably sourced from your kitchen or a grocery store).
- Three dozen assorted doughnuts including one dozen glazed (e.g. 2 dozen assorted, 1 dozen glazed - totaling 3 dozen).
- Four (4) gallons of black coffee, along with cups, creamers, and accessories, preferably from a Dunkin' Donuts or similar establishment.
- Two (2) parking spots as close to Catering as possible.



All items should be available by **(times to be advanced)** arrival.

For dinner, to be served at **(times to be advanced)**, please note we have a **Shellfish Allergy** artist in the roster. We request 24 hot and healthy meals with a requirement for non-fast-food options such as beef, BBQ, fish, or chicken with sides - emphasizing health-conscious choices.

A buffet setup is acceptable as long as a hand sanitizing station is onsite and no staff member is showing any signs of illness.

Please, feel free to share your menu options, and know that we're quite flexible in our choices. Your suggestions are more than welcome!

Lastly, if there is on-site catering or kitchen facilities, please share the menu options with us.

Initials:_____.