

For the month of: _____

Checklist for Hosting a TCA Meeting

Thank you for agreeing to host a Texas Chef's Association meeting. Please use this checklist as a guideline. Feel free to call the membership chairman if any additional questions arise. Please return this form the membership chairman no later than 2 weeks before the scheduled meeting so that all requirements will be met.

Please provide a number count for the following:

1. Area for meeting can hold up to _____ # of people.
2. Restrooms to accommodate _____ # of people.
3. Seating available for _____ # of people.
4. Parking spaces for _____ # of people/vehicles.

Please write a YES or NO response to the following:

Does your establishment contain:

- | | | | |
|----------------------------------|-------|---------------------------------------|-------|
| 1. Handicap parking? | _____ | 6. Cocktail room? | _____ |
| 2. Central air and heating? | _____ | 7. Kitchen? | _____ |
| 3. Potable water? | _____ | 8. Availability for appetizers/meals? | _____ |
| 4. 6 ft. table for registration? | _____ | 9. Availability for demonstrations? | _____ |
| 5. Table for vendor advertising? | _____ | 10. Ability to serve alcohol? | _____ |
| | | 11. Bar area access? | _____ |

Audio Visual

1. Sound system with microphone? _____
2. Projector with screen or TV access? _____
3. Podium? _____

Education Provided? _____ If yes, please list name of person _____

Type of education provided _____

Name of Venue _____

Name of Contact Person _____

Phone number for day of event _____