Item #	Description	Check
1	Event request form received by VMPF from Event Host	
2	VMPF contacts Host to confirm event, prepare documents and delliver event Form, Hold Harmless form and Checklist to CVSD.	
3	CVSD reviews and processes Event form (Approved/Disapproved)	
	Place event information on master calendar	
4	CVSD Returns Package to VMPF	
5	VMPF contacts Event Host	
	Establish date/time to walk-thru event Hall ( )	
	Establish date/time to open event Hall ( )	
	Event Host POC Initials ( )	
	VMPF Coordinator Initials ( )	
	VMPF Receives Deposit from Host--Amount Received ( )	
6	VMPF Request Janitorial Services (Steve O'Neil - 613-2608)	
	Date/Time/Name	
7	Coordinate with Host/Guests/Janitorial Services as necessary	
8	VMPF Coordinator receive final payment from Host	
	Receipt provided to Host by VMPF Coordinator	
9	VMPF & Janatorial Services Open VRC	
10	Event is held	
11	Walk-through inspection with Host and Janitorial Services	
	Event Host	
	Janitorial Services	
	VMPF Coordinator	
12	VMPF Coordinator deliver package to Secretary for records/files	
13	VMPF Coordinator/Treasure sign/post to Quarterly DCVS payment register	