DATE:

EVENT:

RED BARON Premium Quality
ARENA
& EXPO
MARSHALL MINNESOTA

WED

SCHEDULE & TIMES:

THURS

SCHEDULE & TIMES:

FRI

SCHEDULE & TIMES:

SAT

SCHEDULE & TIMES:

SUN

SCHEDULE & TIMES:

VENDORS (LIST PHONE #'S)

CATERER:

BAR:

RENTALS:

DECOR/FLORAL:

PHOTO/VIDEO:

RBA ROOMS RENTED:

CHECK-LIST

RED BARON Premium Quality
ARENA
& EXPO
MARSHALL MINNESOTA

- [ ] **Signed Contract**

- [ ] **50% Down Payment (Due by _____)**
  Remit Payment to: City of Marshall 344 W. Main Street
  Marshall, MN 56258 (507) 537-6767

- [ ] **Certificate of Insurance (Due by _____)**
  Liability Insurance for up to 500,000 with Certificate Holder listed as City of Marshall 344 W. Main Street Marshall, MN 56258

- [ ] **Final Payment (Due by _____)**
  Remit Payment to: City of Marshall 344 W. Main Street
  Marshall, MN 56258 (507) 537-6767

- [ ] **Catering License (If having food)**

- [ ] **Liquor License (Needed if charging for alcohol or over 500 attendees)**

- [ ] **Event Time-line**