

# EVENT FORM

## Federation of Students Service

Date:01.28.06

Service:

GLOW

Contact Person's Name:

Sue Weare Student ID:#####

Email Address:

[#####@#####](mailto:#####@#####)

### Event Details

Name of Event: GLOW Bake Sale

Date(s) of Event: February 13 & 14

Location: SLC Vendor's Area

Set up Time 9:30 am

Event Start Time 10:00 am

Event End Time 4:00 pm

Take Down Time 4:00 pm

Event is Open to the UW Community

Details of the event:

We will be selling a variety of Valentine's Day-themed sweets and baked goods to fundraise for future GLOW events. A raffle will also be held, the winner being the person who guesses the correct number of Hershey Kisses in a jar.

Expected number of people: \_

### Promotion

- ⌚ Flyers will be used to promote this event
- ⌚ Posters will be used to promote this event

Material will be brought to the Clubs Director for approval

Tickets will not be sold

### Alcohol Service

No Alcohol will be served as part of the event

### Food Service

Details of food being served and preparation provisions:

We will be preparing muffins, cupcakes, squares, and cookies in the kitchen at Waterloo Co-operative Residence Inc (WCRI). Their kitchen is inspected on a regular basis by Public Health. None of the desserts will contain cream or other potentially hazardous food items. A list of ingredients for each item will be provided during the bake sale. We will not be preparing food containing nuts or nut oils. The Safety Office Guidelines for Preparation of Non-Hazardous Baked Goods will be strictly adhered to. We will review the guidelines beforehand, and copies will be available in the kitchen while we are baking.

### Transportation

No transportation will be provided

### Special Instructions

A UW Special Event Food Application has already been filled out and sent to the Environmental Health and Lifestyle Resources Division.

**Safety**

UW Police will be advised by the Club Director/Federation of Students, of all event details prior to the occasion. UW Police Services will outline any safety issues to be addressed by the club prior to the event taking place.

*PLEASE NOTE:* UW Police Services requires at least 14 days notice from the Club Director for any event in which a guest speaker will be brought to the UW Campus.

**Approval**

Approved by Sue Weare

Contact Info: [#####@#####](mailto:#####@#####)