

# HOST'S EVENT CHECKLIST

DATE \_\_\_\_\_

## EVENT

EVENT NAME: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_

EVENT STREET ADDRESS: \_\_\_\_\_

EVENT CITY, STATE, ZIP: \_\_\_\_\_

MAP AVAILABLE? ATTACH

COURIER ART AVAILABLE? ATTACH

SUNDAY NIGHT CAMPING PERMITTED? YES NO

EMERGENCY SERVICES PHONE No.: \_\_\_\_\_

ON-SITE FIRST-AID AVAILABLE? YES NO

## HOST INFORMATION

HOST UNIT: \_\_\_\_\_

HOST POINT OF CONTACT: \_\_\_\_\_

POINT OF CONTACT PHONE NUMBER: \_\_\_\_\_

BEST TIME TO CALL: \_\_\_\_\_

POINT OF CONTACT EMAIL: \_\_\_\_\_

## SPONSOR INFORMATION

EVENT SPONSOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP: \_\_\_\_\_

SPONSOR POINT OF CONTACT: \_\_\_\_\_

POINT OF CONTACT PHONE NUMBER: \_\_\_\_\_

BEST TIME TO CALL: \_\_\_\_\_

POINT OF CONTACT EMAIL: \_\_\_\_\_

## INSURANCE INFORMATION

NUMBER OF EVENT-DAYS: \_\_\_\_\_

ADDITIONAL NAMED INSUREDS REQUIRED: YES                      NO

IF YES, LIST BELOW

**NWTA INSURANCE OFFICER: LINNEA BASS**

188 South Stonington Drive

Palatine, IL 60074

PHONE: (847) 705-9430

EMAIL: [insurance@nwta.com](mailto:insurance@nwta.com)

**NWTA CARRIER:**

**POLICY NUMBER:**

**NWTA ADJUTANT: Jane Whiteside**

8417 Adbeth Ave.

Woodridge, IL 60517

PHONE: (630) 985-1124 8:00 AM – 8:00 PM

EMAIL: [adjutant@nwta.com](mailto:adjutant@nwta.com)

**NWTA PAYMASTER: Jessica Dickinson**

PHONE: (219) 508-5526

EMAIL: [paymaster@nwta.com](mailto:paymaster@nwta.com)

EVENT FEE PAID: YES \_\_\_\_\_ NO \_\_\_\_\_

## ADDITIONAL SPONSOR REQUIREMENTS

### AMENITIES

WOOD

ICE

FOOD

MEALS

SHOWERS

RESTROOMS

ENTERTAINMENT

OTHER

### PARTICIPATION

MILITARY

    CONGRESSIONAL  
    CROWN

VILLAGE PEOPLE

SUTLERS

    BALDWINS  
    NON-BALDWINS

SUTLER FEES REQUIRED?

ARTILLERY

    NUMBER OF GUNS?  
    POWDER STIPEND?

MUSIC

DRUMS  
FIFES

GUEST UNITS?

PRE-PLANNED BATTLE SCENARIOS?

PUBLIC PROGRAMS, STREET THEATER, ETC?

PRE-SELECTED COMMANDERS?

BATTLES PER DAY?

## OTHER PERTINENT INFORMATION

Complete checklist. Keep a copy, leave one with Sponsor. Send a copy to the Insurance Officer and Adjutant ASAP via Bestway.