

Checklist for Partnering Workshop Facility & Food

*All Awarded Projects must have an Executed Contract **before** work or Partnering can begin.*

TRACS #: _____ Callers Name: _____

Address: _____ Phone: _____

Email Address: _____ ORG #: _____

ADOT District Org & Contractor representatives agree to split the costs of the facility, caterer and meeting planner. The ADOT District Org coordinates the payment to the meeting planner.

Questions to ask the caller	Yes/ No	Responsible Party and/or Comments
ADOT Org Contact:		
Phone #:		
Facility Choice		
Caterer Preference		
1. Continental Breakfast		
2. Lunch		
3. PM Snacks		
4. Dinner		
Audio Visual Equipment (podium, projector, screen, mic, etc)		
ADOT or City Government Site Search		
Date & time of workshop		
Room set up – U shape or rounds		
Attendance Count		
Contact name & phone #		
Hours of Workshop		
Sleeping Room needed		

Site and Food Arrangements:

Questions to ask facility and/or food vendor	Yes/ No	Comments
Is a deposit required?		
What is your cancellation policy? (provide a copy in writing quoting the cost of the cancellation fees)		
Inform the facility this information is for comparison only at this time. ADOT Procurement will issue a purchase order verifying the reservation after arrangements are approved.		
Tasks:		Date & Initial
Planner begins search for a facility and/or food per information above.		
Planner request bids from qualified vendors .		
Planner emails the ADOT Org Contact to discuss facility and/or food costs .		
Planner confirms the number of participants for catering.		
Planner requests approval of facility and/or food from project team . **		
Planner confirms approval of facility and/or food with the ADOT Org Contact .		
Planner confirms facility and/or food with vendor .		
Planner emails the Estimate of Services form to ADOT Org Contact and CCP Partnering Outreach*		
Planner requests Purchase Order (PO) for facility and/or food services. DO NOT proceed without a PO#		
Three to five days prior to the workshop/meeting, Planner contacts the ADOT Org Contact for a final count of participants for caterer to prevent overage.		
Planner emails Invoice for services to ADOT Org contact and CCP Partnering Outreach*		

***CCP Partnering Outreach:** 206 S. 17th Ave., MD175A, Phoenix, AZ, 85007. Email: PartneringInfoSMTP@azdot.gov

** Should the project team not accept the facility and/or food vendor presented by the Planner, the "Site and Food Arrangements" process starts again.

DO NOT PROCEED WITHOUT A Purchase Order Number