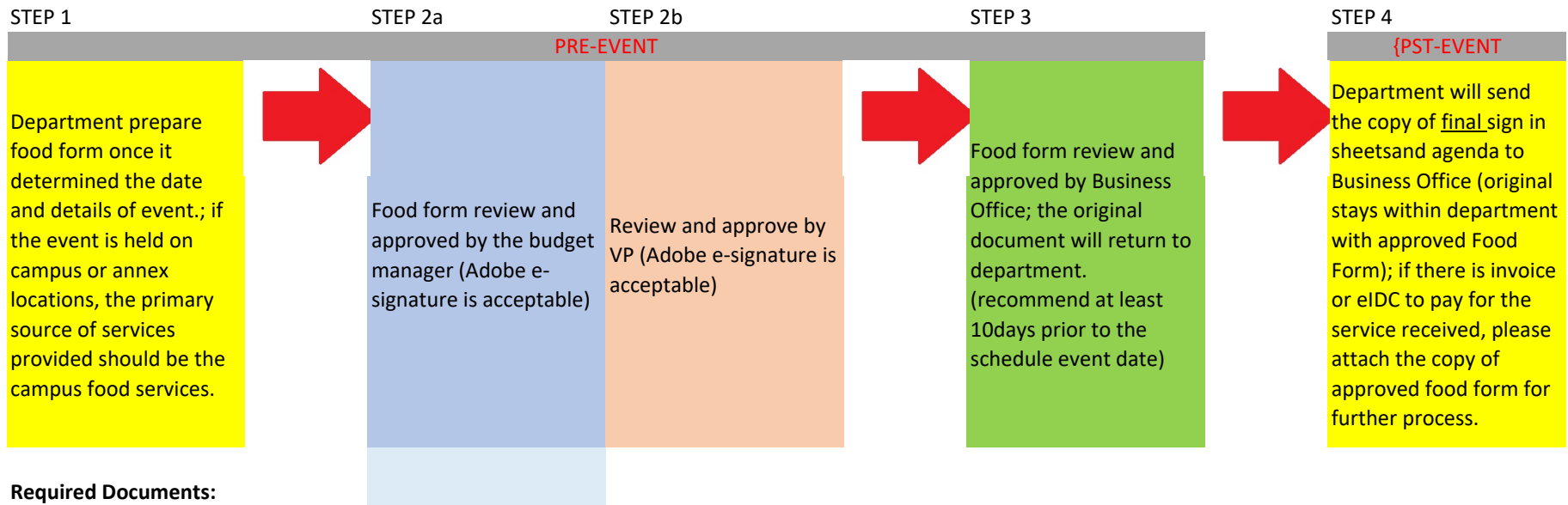


BASIC FLOWCHART FOR FOOD AND LIGHT REFRESHMENT PROCESS



Required Documents:

1. Food Form
2. Tentative Agenda
3. If not using the campus food services, please attached why so, such as their response that they are not able to provide their services as you requested.
4. For Step 3, We accept e-signature submission: please send all three documents above to South Business Office email: