

Event Verification Form

To verify service, please complete this form for each different event and submit with your portfolio.

Name of Event: Winemaker's Birthday Bash
Organization: Messina Hof Winery + Resort
Type of Service: Event assistant

Describe your service activities:

Organize and sort VIP nametag lanyards; greet guests as they entered event; sign in guests + hand out lanyards; relay event information to guests; fill guests' wine orders; assist in the general tear-down of event (linens, tables, pipe + drape, decor, etc.)

Purpose of Event:

To celebrate the founder's 70th ~~birthday~~ birthday + Messina Hof's 40th anniversary

Date of Service: Mar. 5, 2017 Start time: 10:00 am End time: 3:30 pm
Total Hours: 5.5

Supervisor Information

Name: Sydney Stringfellow
Position: Designer Events Assistant
Phone: _____
OR
Email: Sydney.Stringfellow@messinahof.com
Signature: Sydney Stringfellow Date: 5/3/2017

Student Information

Name: Corinne Morkawky
Signature: Corinne Morkawky