

# Vendor Booth Checklist

DEW 1827

Reusable first-party template for events, waivers & releases workflows. Open in DullyPDF to map fields, fill from data, publish by link, or route for signature.

## Contact and Context

Participant / guardian / organizer

Phone

Email

Venue / program location

Reference / account ID

Date

## Workflow Details

Event, activity, or release topic

Priority

Due date

Checklist

Waiver language reviewed

Emergency contact included

Payment received

Photo release selected

Equipment returned

Staff verification complete

Details, background, scope, or special instructions

## Action Tracking



Current status

Invited

Registered

Checked in

Completed

Archived

Review notes, handoff notes, or final outcome

## Approval

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Signature / approval

Printed name

Date