

**Exhibit A (pages 1-8)**

**ATTENTION ARENA TEAM SPOKE**

**IT WILL BE YOUR RESPONSIBILITY TO STAY WITHIN YOUR BUDGET APPROPRIATED EACH YEAR**

**THERE ARE 2 FORMS THAT WILL BE REQUIRED TO BE FILLED OUT AND TURNED IN.**

- 1. BAR NONE REQUEST FORM: THIS WILL NEED TO BE TURNED IN PRIOR TO YOUR EVENT. PREFERABLY 1 MONTH PRIOR**
- 2. BAR NONE EVENT FORM FOR RESULTS AND EXPENSES:**

**THIS FORM NEEDS TO BE FILLED OUT COMPLETELY. ANY MONIES PAID OUT TO WORKERS, STOCK, AWARDS MUST BE ITEMIZED, LISTED WITH NAMES/ITEMS PURCHASED FOR AWARDS, ETC.**

**YOU MUST STAY WITHIN YOUR BUDGET UNLESS THERE IS AN EXCEPTION MADE BY THE CONCENSIOUS TEAM**

**SPOKE IS RESPONSIBLE TO SEE THAT ALL LIABILITY FORMS ARE FILLED OUT AND SIGNED.**

**REMINDER THAT ANY PERSON BEING PAID MUST PROVIDE THEIR SOCIAL SECURITY NUMBER. THIS INCLUDES CONTESTANTS, STOCK CONTRACTOR, ARENA HELP, JUDGES, SECRETARIES, TIMERS, ETC**

**A DEPOSIT BOOK IS LEFT IN THE ANNOUNCER STAND AND YOU WILL BE RESPONSIBLE FOR FILLING OUT ONE IF THERE IS MONEY TO BE RETURNED TO THE CHURCH. IF ANY CONTESTANT IS NOT AVAILABLE TO RECEIVE THEIR MONIES, THEN THERE IS AN ADDITIONAL BOOK TO FILL OUT FOR CHECKS TO BE WRITTEN TO SAID CONTESTANT.**

**PLEASE MAKE SURE THAT THE ANNOUNCER STAND IS CLEAN AND ALL TRASH IS PULLED AND ALL TRASH CONTAINERS AROUND ARENA ARE EMPTIED AND PLACED IN THE LARGE RECEPTICLE KEPT IN THE FRONT OF THE CHURCH. ALSO ENCOURAGE ALL CONTESTANTS AND SPECTATORS TO KEEP THEIR TRASH PICKED UP AND REMIND THEM THERE WILL BE NO ALCOHOL CONSUMED ON PREMISES.**

**THERE ARE YELLOW BAGS AVAILABLE TO PUT DEPOSIT MONEY IN. DEPOSITS CAN BE DROPPED IN THE NIGHT DROP BOX BEHIND THE CHURCH.**

**EACH SPOKE WILL NEED TO HAVE THEIR FOLLOWING YEAR DATES AVAILABLE BY DECEMBER 1 OF CURRENT YEAR IN ORDER TO SCHEDULE FOR THE UPCOMING YEAR.**

**ANY QUESTIONS**

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