



Team Commitment & Participation Agreement

Thank you for your interest in participating in the Battle of the Boards, a signature Women United fundraising event benefiting our mission. Your participation helps raise awareness and critical funding to support mental health initiatives throughout our community.

Team Information & Logistics

Business/Organization Name: _____

Team Name (if applicable): _____

Primary Administrative Contact: _____

Title: _____

Phone: _____

Email: _____

Day-of On-Site Contact (if different): _____

Mobile Phone: _____

Email: _____

Marketing Information:

Website: _____

Please email a high-resolution vector logo (.PNG or .EPS) to kristen.pate@uwwf.org for event signage and promotional materials.

Board Category

Please indicate the type of board or spread your team plans to showcase.

- ☐ Charcuterie (Traditional Meat & Cheese)
- ☐ Dessert Board / Pastries
- ☐ Taco or Global Street Food Board
- ☐ Brunch Board (Pancakes, Waffles, Breakfast Bites)
- ☐ Seafood Board (Shrimp, Smoked Fish, Dip)
- ☐ Mediterranean / Mezze Board (Hummus, Falafel, Pita)
- ☐ Slider / Sandwich Grazing Board
- ☐ Plant-Forward / Harvest Board (Vegetarian/Vegan)
- ☐ Fruit Board
- ☐ Other: _____

Logistics, Equipment & Power Requirements

Table Setup: Organizers provide one standard 6-foot rectangular table. Do you need to bring your own specialized display structure or risers that exceed standard table dimensions? Yes ☐ No ☐

Power Access: Does your display require access to electricity (e.g., for warming or cooling elements)?
Yes ☐ No ☐ (Note: Limited power availability is on a first-come, first-served basis).



Commitment Agreement

By signing below, our team agrees to participate in the Women United Battle of the Boards event and understands the following:

We are reserving a designated presentation table for our team's board display.

This commitment guarantees our participation space and allows event organizers to plan the event layout, marketing materials, and guest experience.

We understand that our participation is an important part of the overall fundraising event benefiting Women United's community initiatives.

We agree to prepare and present the board category listed above on the day of the event.

We understand that this Commitment Form serves as our official reservation for participation.

Cancellation Policy

Because event planning, table assignments, marketing, and logistics begin immediately upon confirmation, this Commitment Form represents a firm commitment to participate.

Once this form has been submitted and accepted, participating teams may not withdraw or cancel except under extraordinary circumstances approved by the event committee.

Should unforeseen circumstances arise, the team agrees to notify the event organizers immediately so that reasonable accommodation or substitutions may be considered. However, submission of this commitment does not guarantee cancellation or release from participation.

Team Responsibilities & Health/Food Safety Compliance

Participating teams agree to:

Create and present one themed board or food display.

Arrive during the designated setup window (Teams set up at 11:00 AM; event from 2-4pm)

Keep display available for the duration of the event unless otherwise instructed.

Food Safety & Compliance: **Follow all local health department standards, venue-specific regulations (The Landing), and food safety guidelines provided by United Way of West Florida, including proper temperature control and clear labeling of major allergens (nuts, gluten, dairy, shellfish).**

Station Cleanup & Teardown: Teams are responsible for cleaning up their immediate station area during the event, and packing out all leftover waste or equipment promptly during the 5:30 PM teardown window. Maintain a professional, welcoming display representative of their organization.

Authorization

I am authorized to make this commitment on behalf of my organization/team, and I acknowledge that we are making a good-faith commitment to participate in Battle of the Boards and fulfill all responsibilities associated with our reserved presentation space.

Printed Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

Team FAQ Guide

1. General Event & Logistics Questions

- Q: When and where is the Battle of the Boards event taking place?
 - A: The event is scheduled for October 4th from 2:00 PM – 4:00 PM at The Landing Pensacola Beach.
- Q: What is provided at our station, and what do we need to bring?
 - A: Organizers provide one standard 6-foot rectangular table. Teams are responsible for bringing their own board, display materials, risers, and any specific styling elements.
- Q: What are the setup and teardown times?
 - A: Teams may arrive to set up their stations starting at 11:00 AM. A designated load-in zone and parking instructions for the 11:00 AM setup window will be emailed to team contacts one week prior to the event. Teardown and clean-up take place promptly following the event during the 5:30 PM teardown window.
- Q: Is power available for warming or cooling our food elements?
 - A: Limited power access is available on a first-come, first-served basis. If your display requires electricity, please indicate this on your Commitment Form so we can attempt to accommodate you near an outlet.
- Q: Do team members get free admission to the event?
 - A: Yes! Up to 3 complimentary event admissions are included per registered team table for their working team members so you can enjoy the atmosphere and interact with guests.

2. Board Creation & Competition Questions

- Q: What size or scale should our board be?
 - A: Your board should be designed to fit comfortably on your provided 6-foot table footprint. Please prepare enough food to provide bite-sized samples for approximately 100–150 guests.
- Q: Can we bring corporate branding, logos, or signs for our table?
 - A: Absolutely! Corporate signage, business cards, and branded displays that fit within your 6-foot table space are strongly encouraged.
- Q: What board categories can we choose from?
 - A: Teams can select from a wide variety of approved categories, including Traditional Charcuterie, Mediterranean/Mezze, Brunch, Slider/Sandwich, Taco/Global Street Food, Plant-Forward/Harvest, Dessert, or Fruit boards.
- Q: How is the competition judged?
 - A: Boards are evaluated based on overall aesthetic appeal, creativity, variety, and taste by both a panel of judges and a People's Choice vote by event attendees.

3. Health, Safety & Cleanup Questions

- Q: Are there specific food safety rules we must follow?
 - A: Yes. Teams must adhere to local health department standards and food safety guidelines provided by United Way of West Florida, including proper temperature control and clear labeling of major allergens (nuts, gluten, dairy, shellfish).
- Q: What are our responsibilities for station cleanup?
 - A: Teams are required to clean up their immediate station area during and after the event and remove all leftover waste and equipment during the 5:30 PM teardown window.