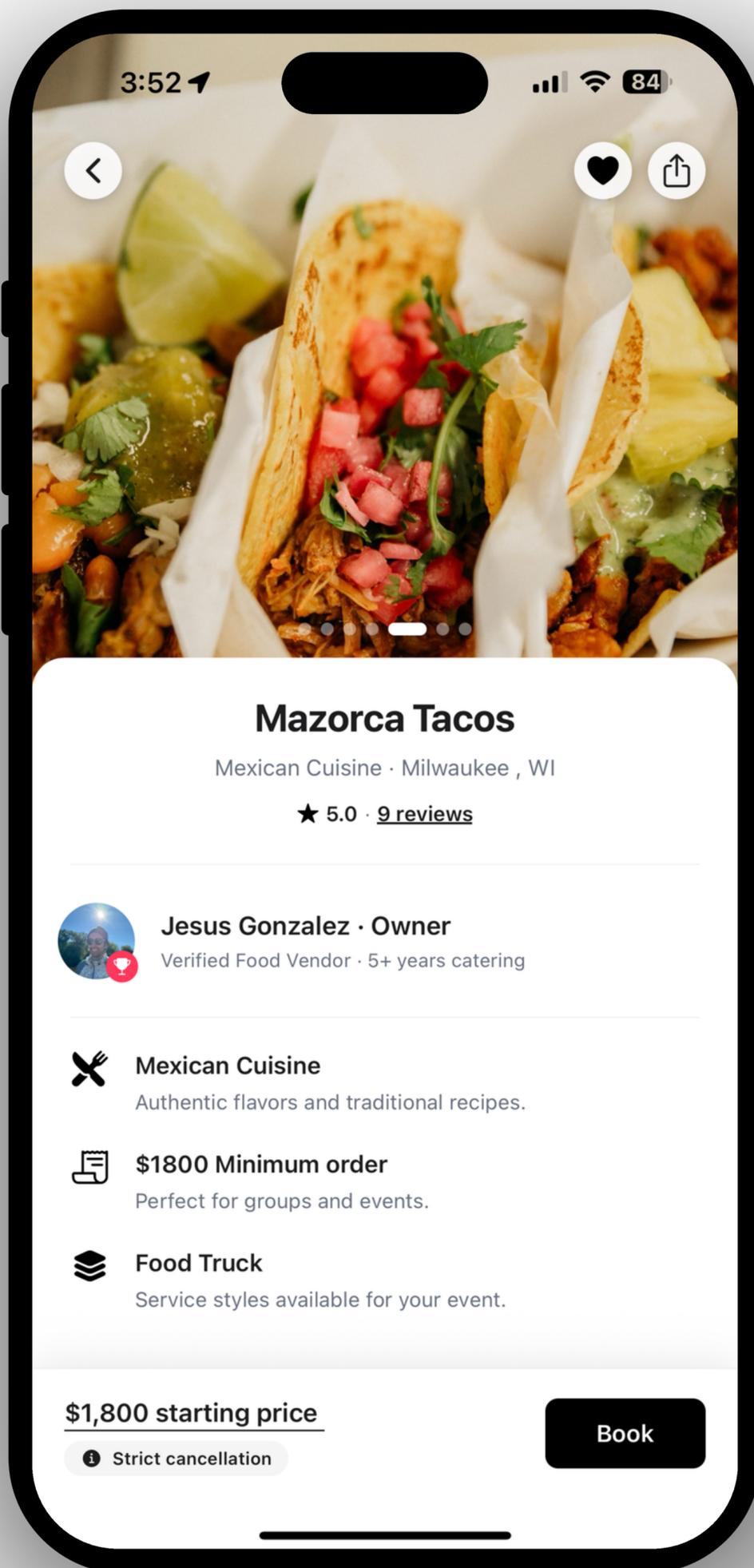




FOOD & BEVERAGE



PROVIDER ONBOARDING MANUAL



STEP 1

6:37   86 

×

What type of entertainer are you?

Select all that apply

 DJ	 Musician
 Band	 Singer/Vocalist
 Magician	 Comedian
 Dancer	 Clown
 Emcee/MC	 Other

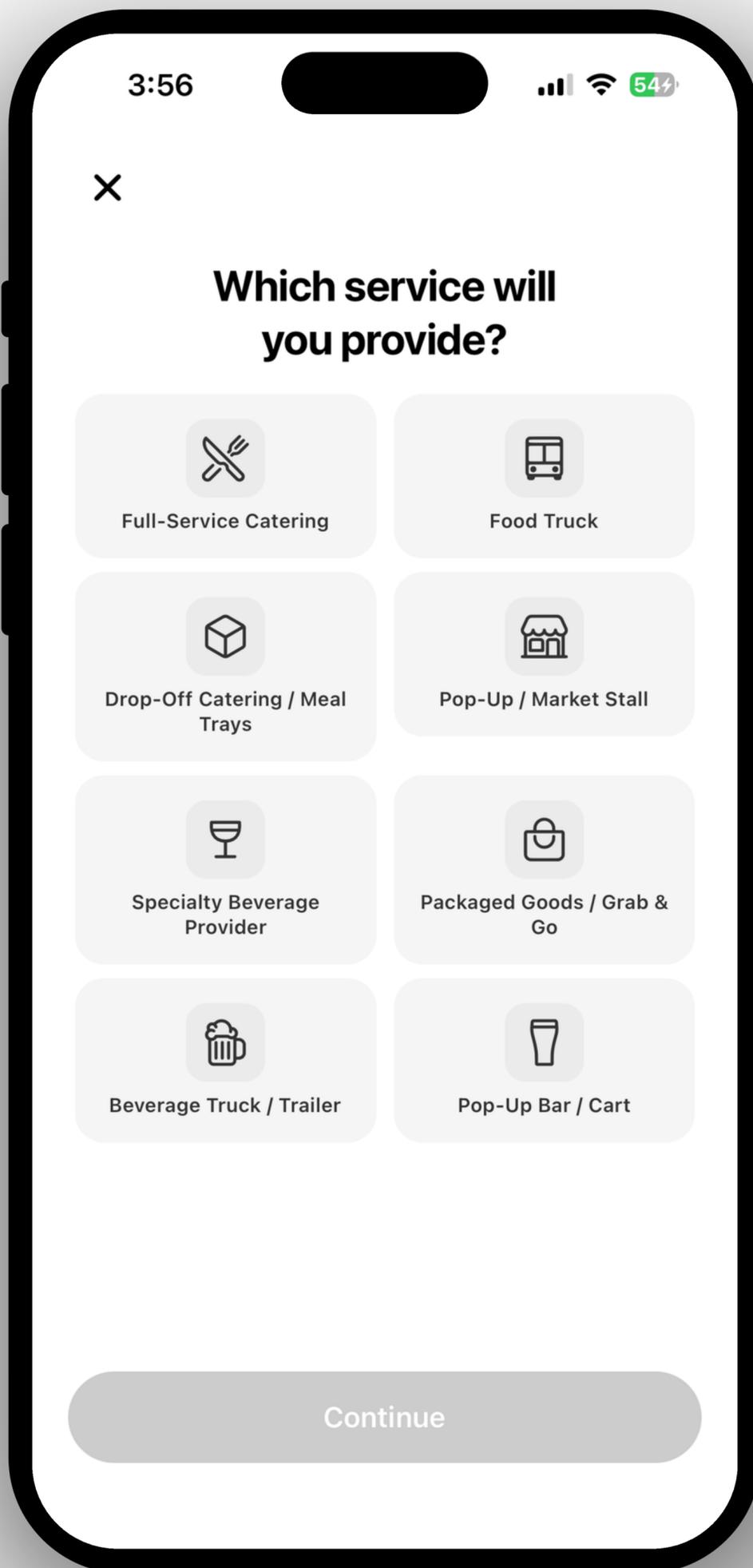
Continue

SELECT TYPE

Choose Food & Beverage if your business offers food or drink services such as food trucks, catering, bars, or beverage concepts. This helps us customize your setup and booking experience.



STEP 2

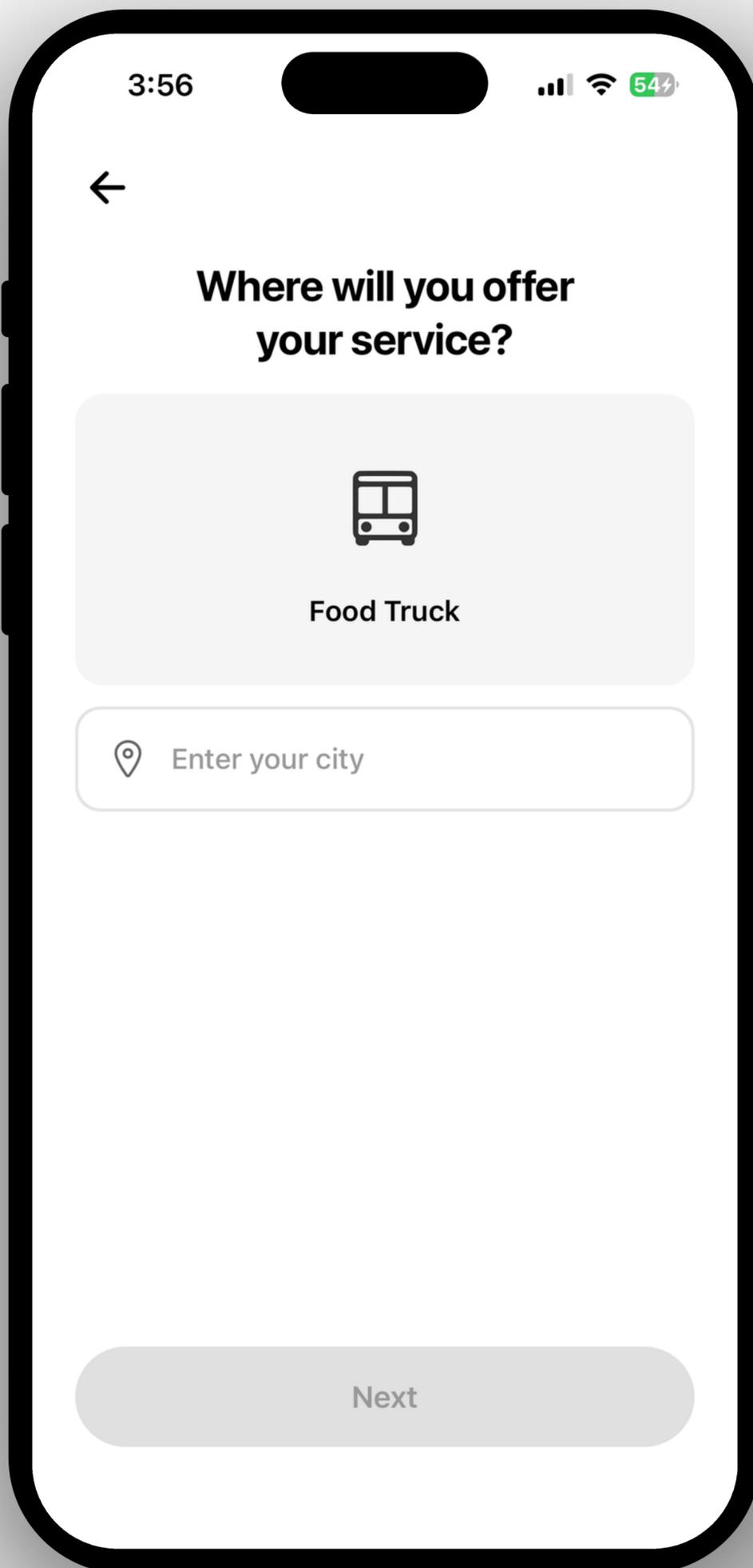


WHICH SERVICE WILL YOU PROVIDE?

Select the service(s) you offer, such as food truck, catering, pop-ups, or beverage services. Choose all that apply, then tap Continue to move forward.



STEP 3



WHERE WILL YOU OFFER YOUR SERVICE?

Confirm how you operate and enter the primary city where you provide services. This helps match you with events in your area.



STEP 4

3:57   55%

←

Add cover photo and title

Upload a cover photo that represents your business



Add Cover Photo
Tap to upload

Business Title

Enter your business name

32 characters remaining

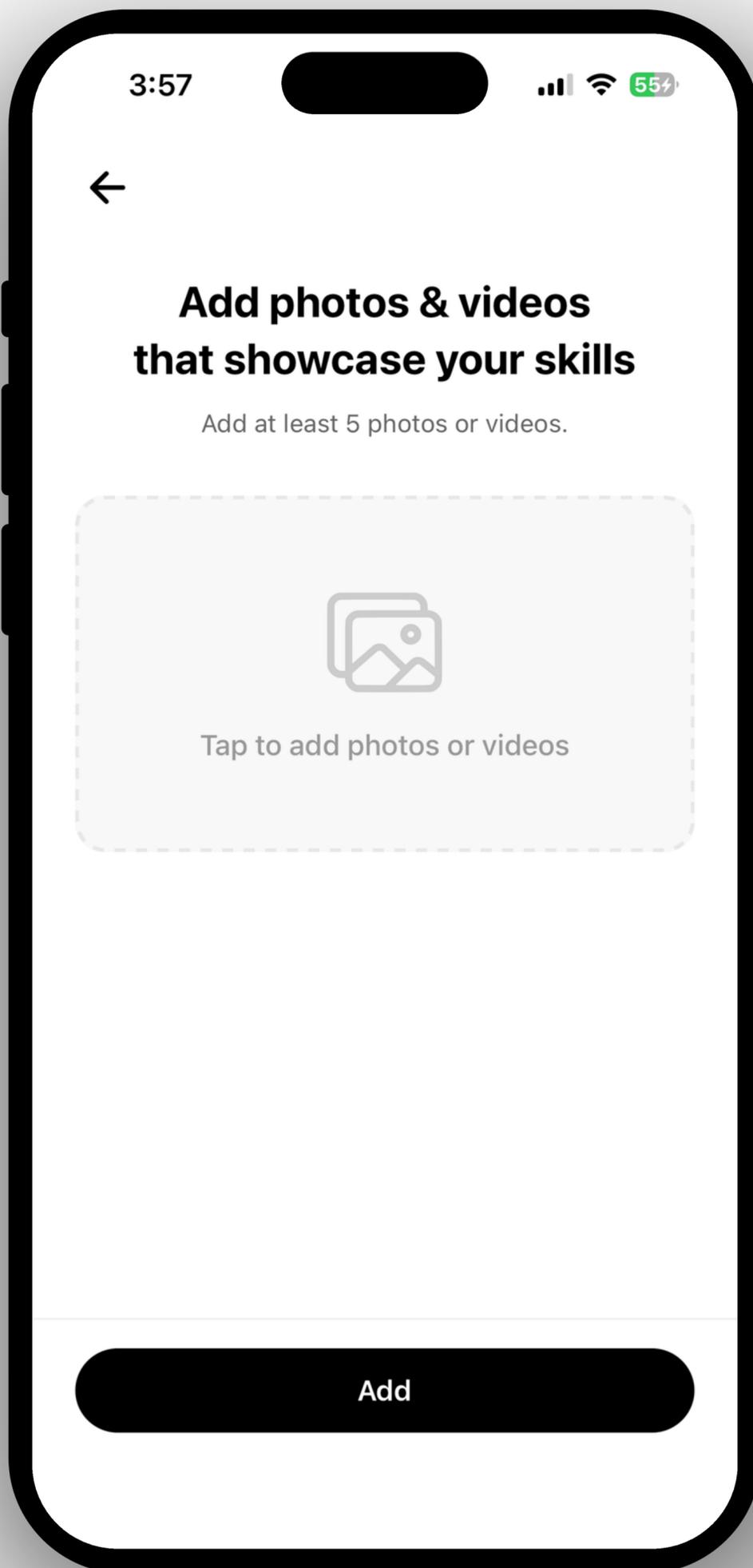
Next

ADD COVER PHOTO AND TITLE

Upload a cover photo that represents your business and enter your business name. This is the first impression hosts will see on your profile.



STEP 5



ADD PHOTOS & VIDEOS

Upload at least five photos or videos that showcase your food, setup, and service style. Strong visuals help hosts understand your quality and experience.



STEP 6

3:58   56%





Share your qualifications

Help guests get to know you.

- + **Years in Business** >
Add your experience level
- + **Minimum Sales Guarantee** >
\$500
- + **Cuisine** >
Add your cuisine types
- + **Food Truck Dimensions** >
Add your truck dimensions

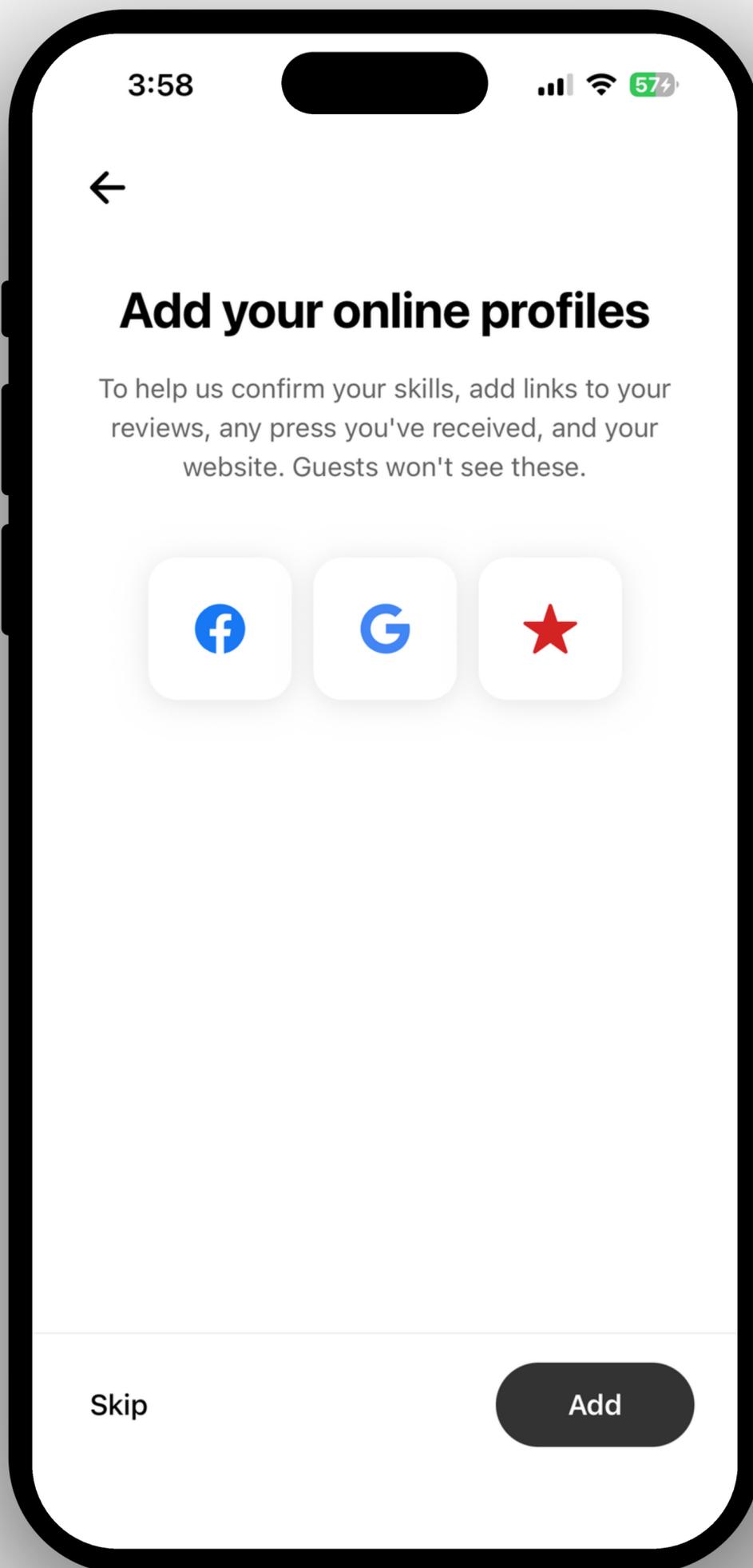
Next

SHARE YOUR QUALIFICATIONS

Add key details that help hosts understand your experience and requirements, including years in business, minimum sales guarantee, cuisine type, and food truck dimensions. This information helps set clear expectations before booking.



STEP 7



ADD YOUR ONLINE PROFILES

Optionally link your website, reviews, or press coverage to help us verify your business. Guests won't see these links, but they help strengthen your profile. You can skip this step if needed.



STEP 8

3:58

←

Let us know a bit more about you

What's your residential address?
Guests won't see this information.

Country / region
United States

Street address

Apt, suite, unit (if applicable)

City / town

State / territory

ZIP code

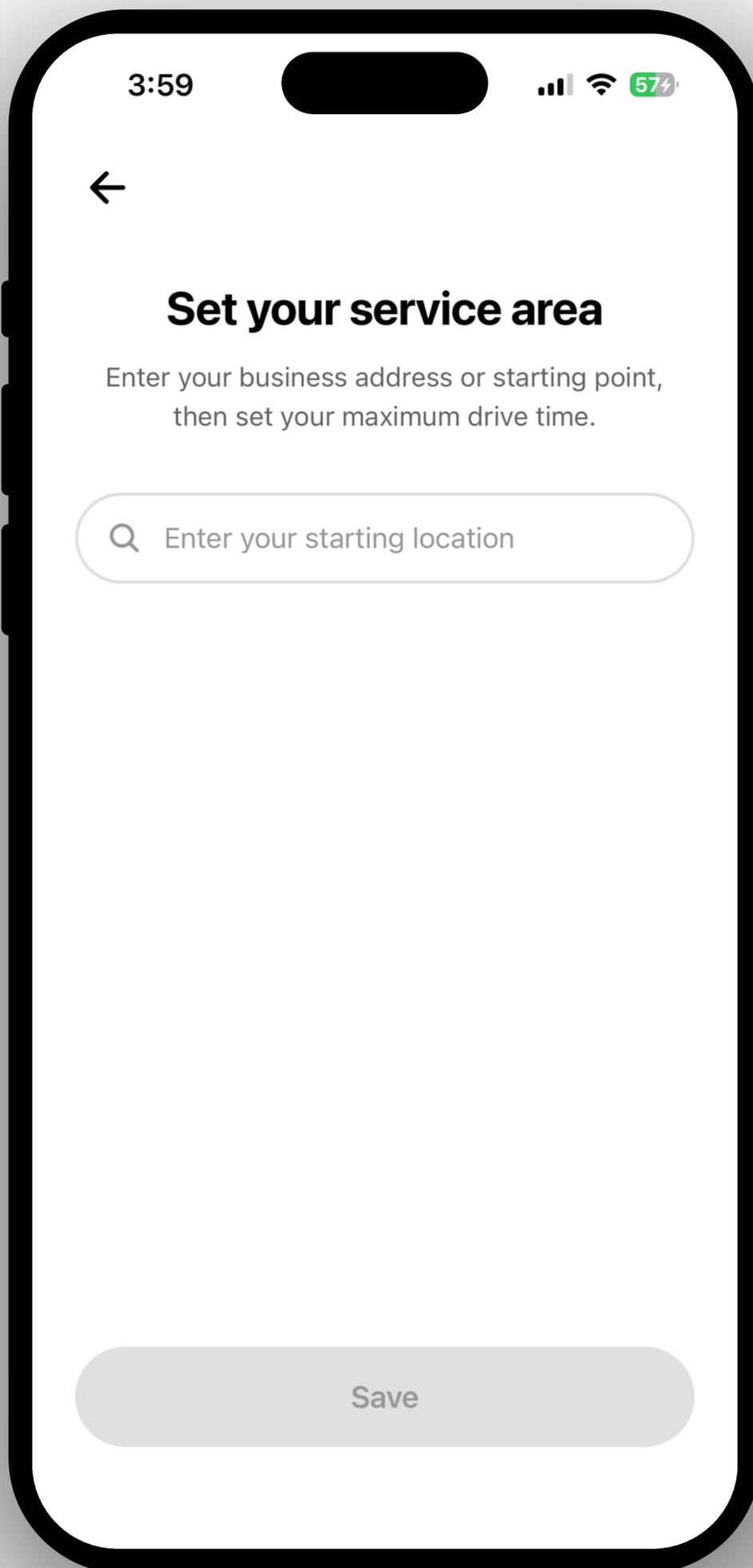
[Next](#)

RESIDENTIAL ADDRESS

Enter your residential address for verification purposes only. This information is private and will not be visible to guests or hosts.



STEP 9

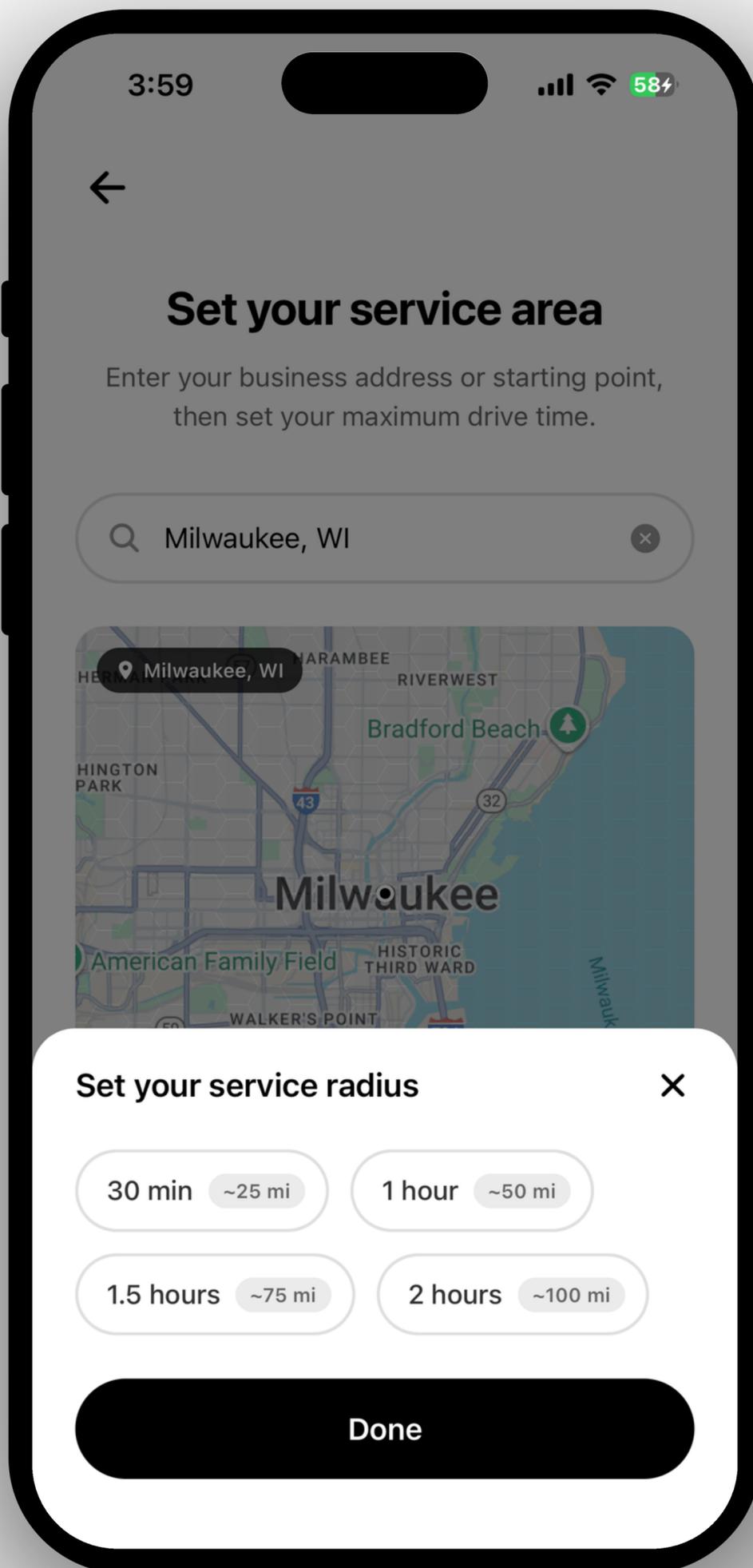


SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.



STEP 10

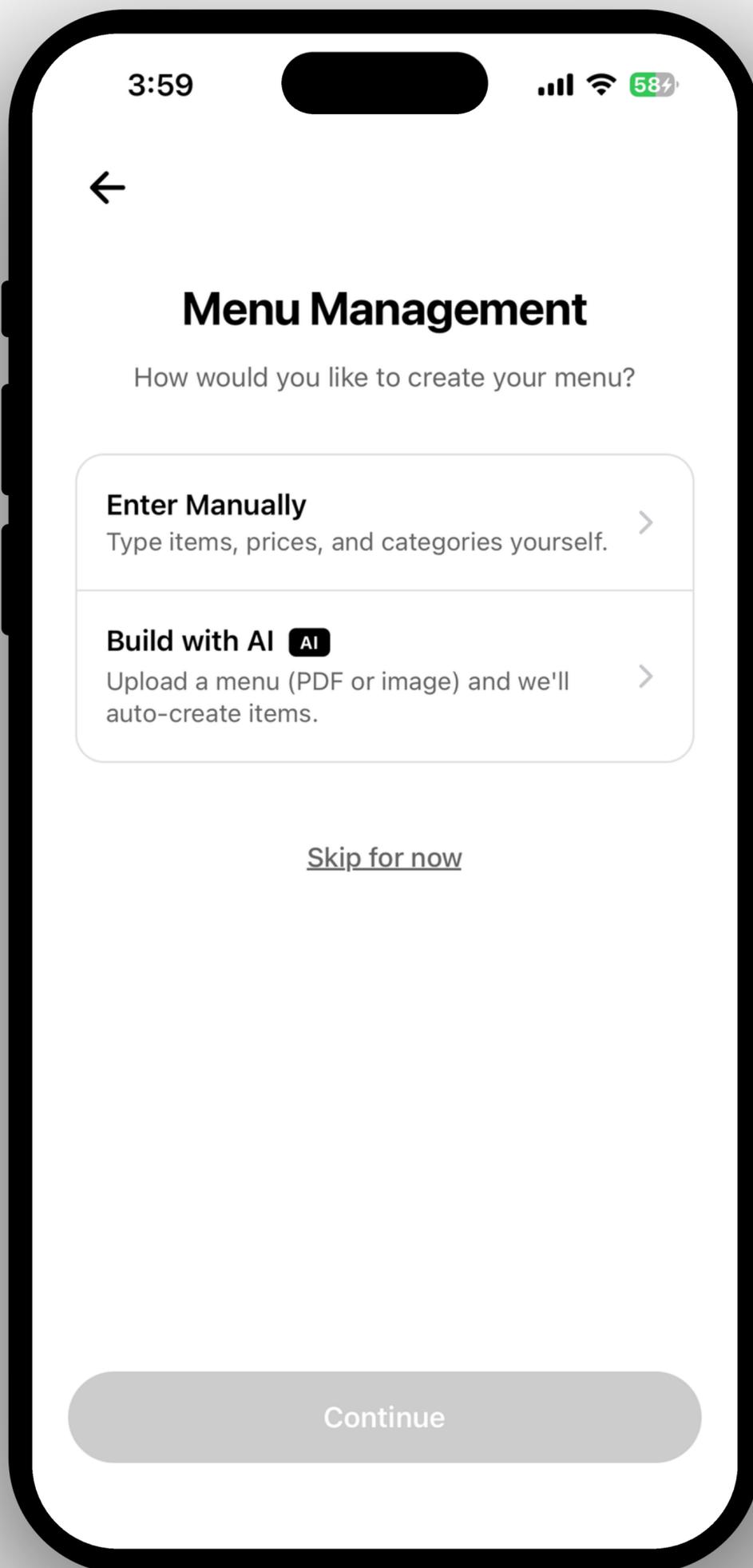


SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.



STEP 11

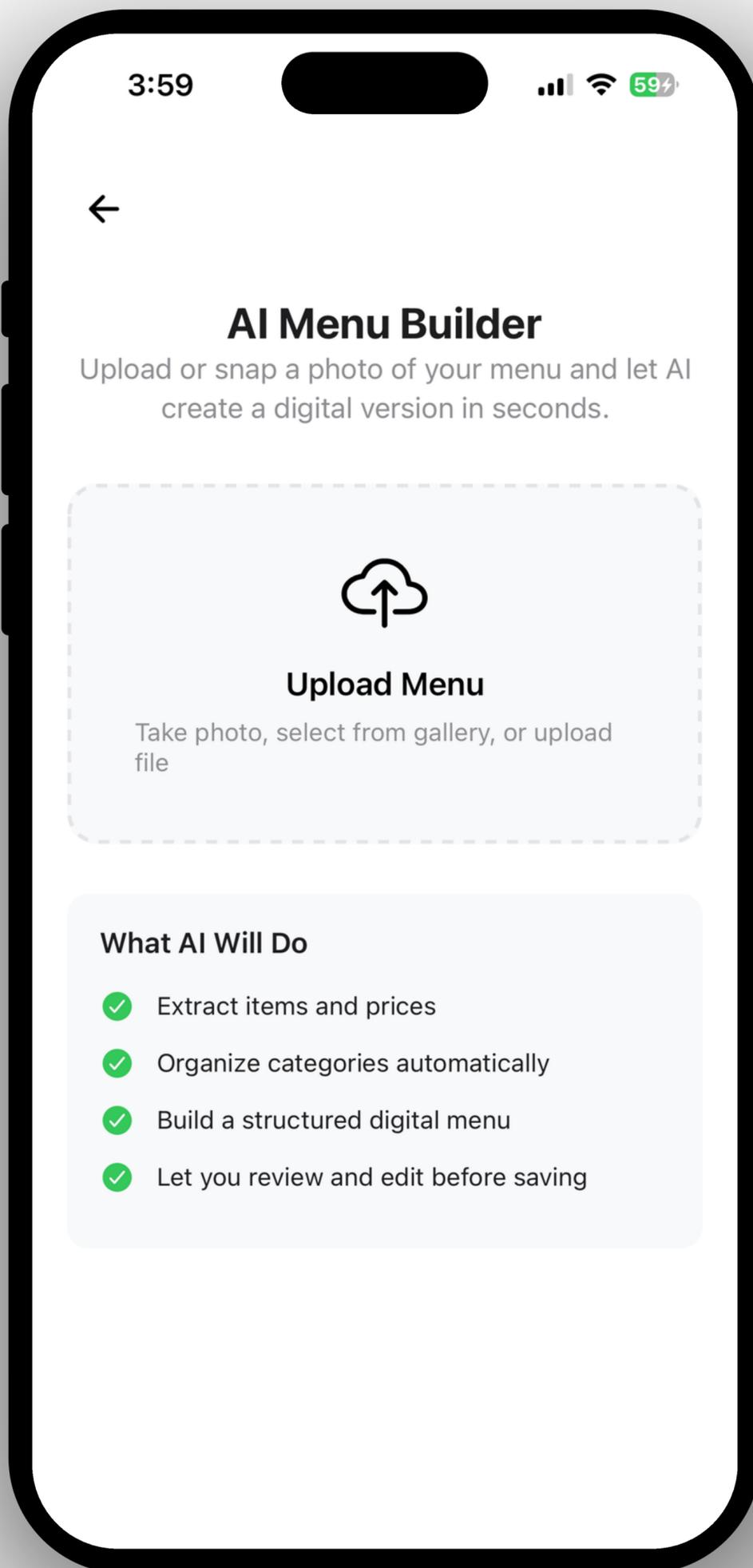


MENU MANAGEMENT

Choose how you'd like to create your menu. You can enter items manually or use AI to upload a menu and generate items automatically. You may skip this step and return later.



STEP 12

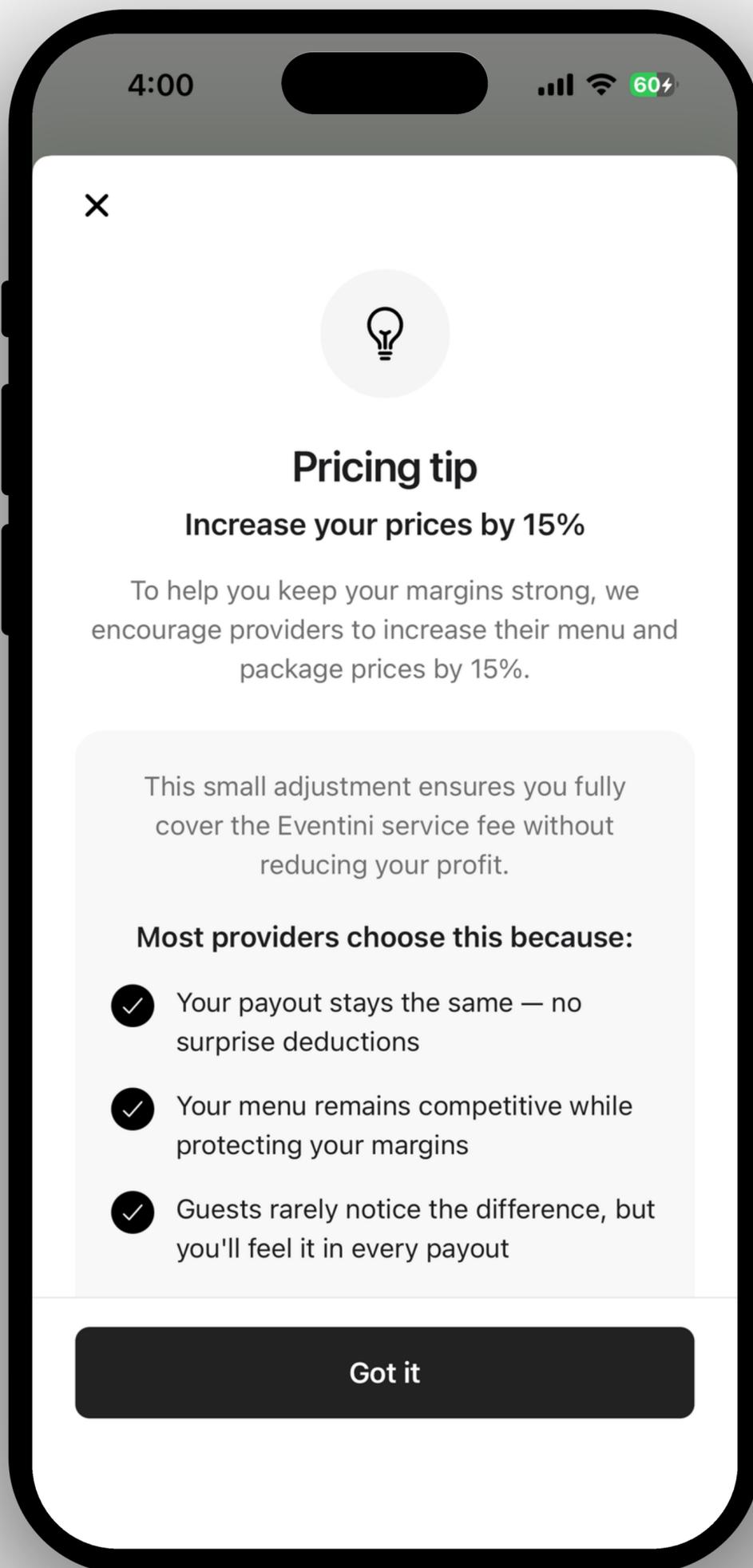


AI MENU BUILDER

Upload or take a photo of your menu and let AI create a digital version for you. You'll be able to review, edit, and adjust everything before saving. This tool is only available for à la carte menus—**catering menus must be entered manually.**



STEP 13

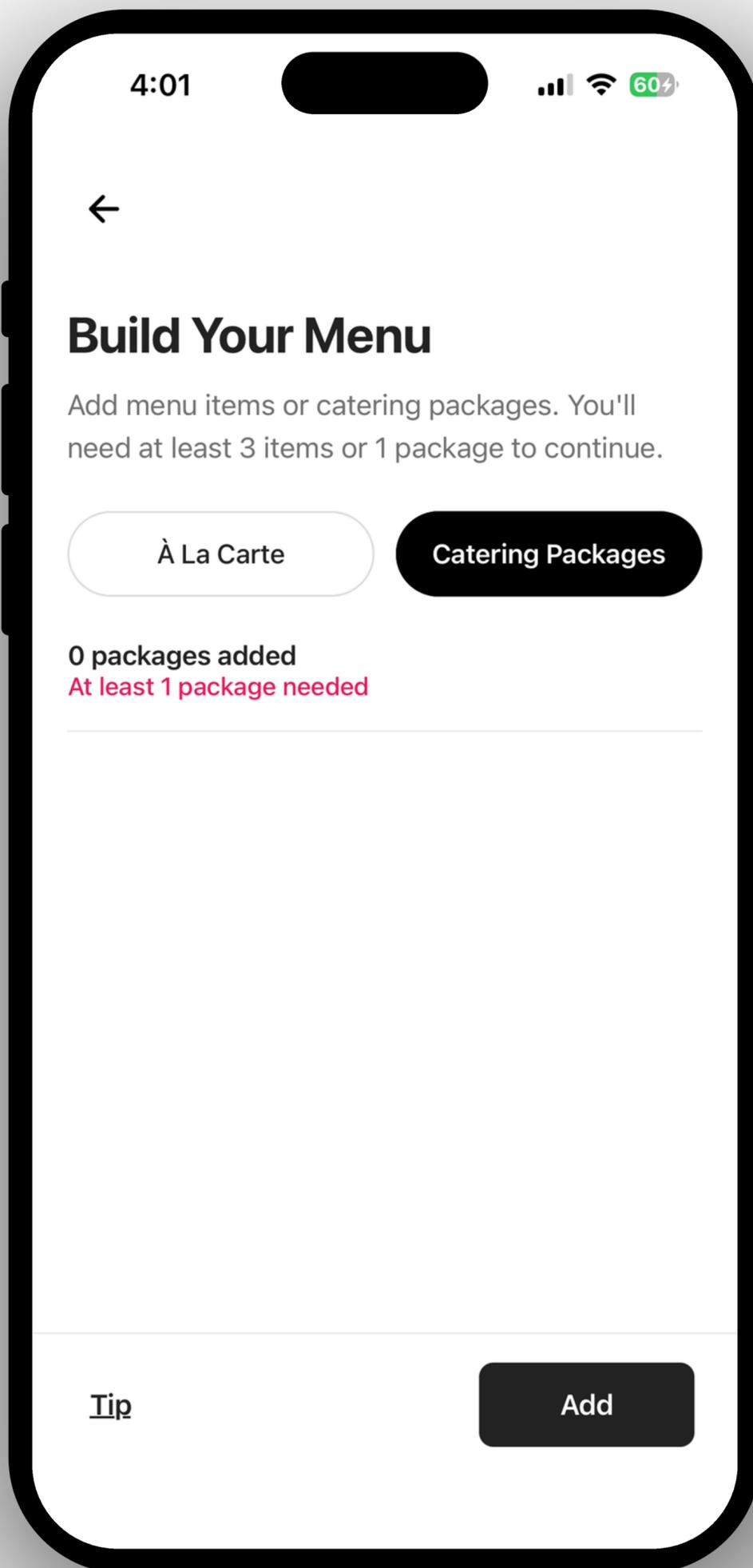


PRICING TIP

We recommend increasing menu prices by 15% to cover the Eventini service fee while keeping your payout the same. Most guests don't notice the difference, but it helps protect your margins.



STEP 14

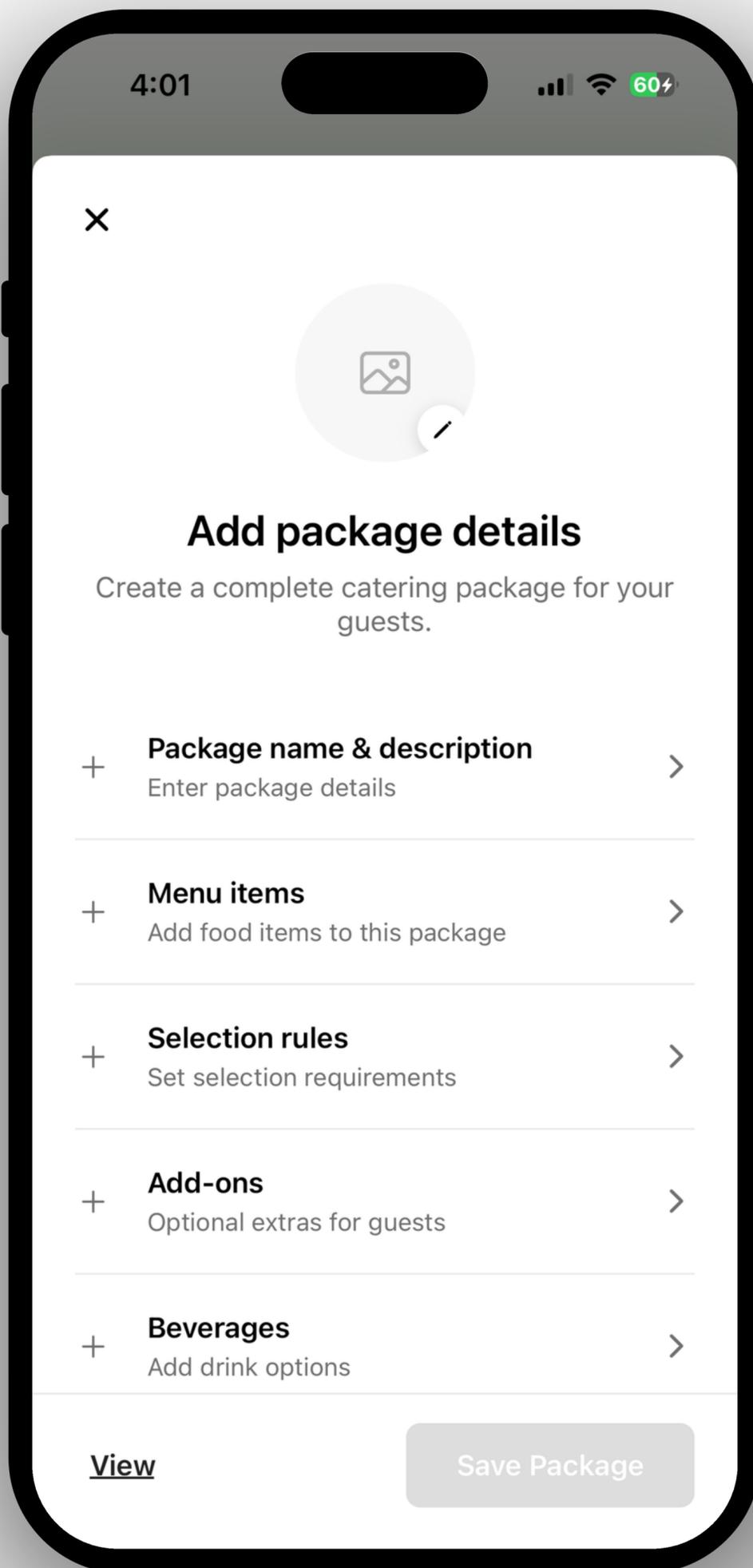


BUILD YOUR MENU

Add individual menu items or catering packages. You'll need at least three items or one package to continue. Packages are recommended for private events.



STEP 15

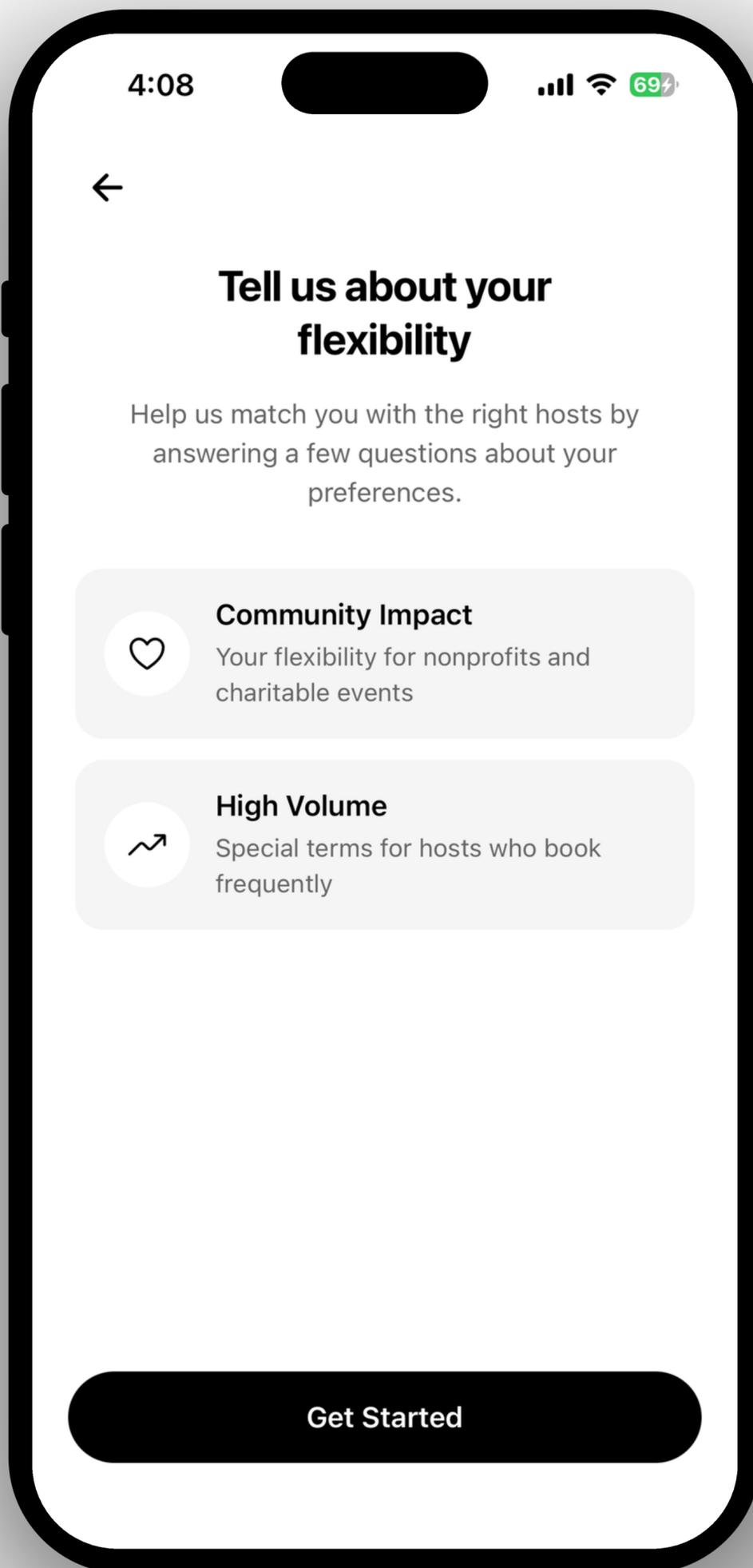


ADD PACKAGE DETAILS

Create a complete catering package by adding a name, description, menu items, selection rules, add-ons, and beverage options. Once complete, save the package to make it available for booking.



STEP 16



TELL US ABOUT YOUR FLEXIBILITY

Answer a few quick questions to help us match you with the right hosts. Your responses set preferences for nonprofit, community, and high-volume bookings.



STEP 17

4:08 69%

←

Community Impact

Vendor DNA

Question 1 of 6

I'm open to reducing my minimum for nonprofits that align with my values.

No Yes

Set reduced minimum **\$1500**

\$0 \$1800

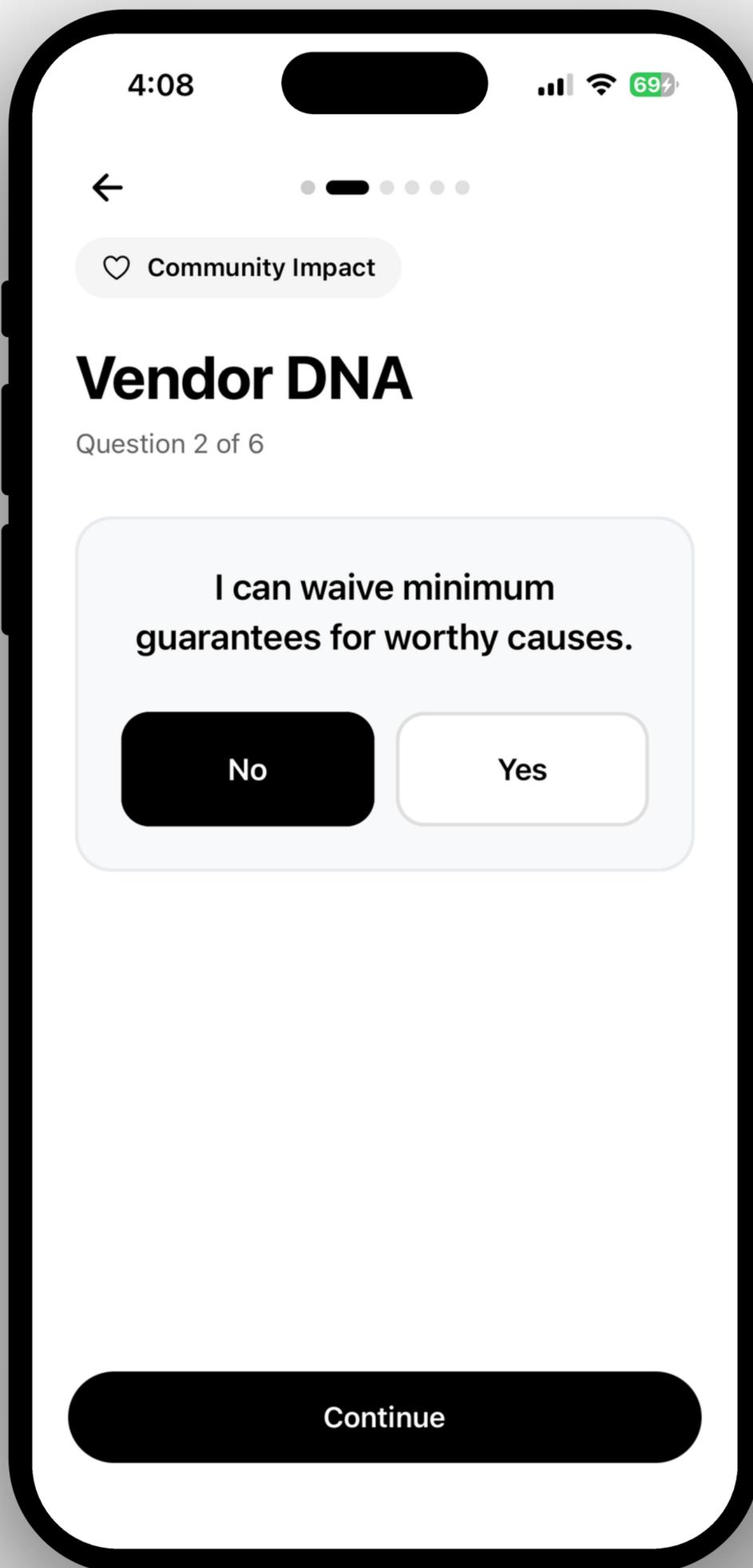
Continue

COMMUNITY IMPACT — REDUCED MINIMUMS

Indicate whether you're open to lowering your minimum guarantee for nonprofits that align with your values. If yes, set a reduced minimum you're comfortable with.



STEP 18



COMMUNITY IMPACT — WAIVING MINIMUMS

Let us know if you're willing to waive minimum guarantees entirely for worthy causes. This is optional and only applies when you choose to accept these events.



STEP 19

4:08 69%

← ● ● ● ● ●

Community Impact

Vendor DNA

Question 3 of 6

I offer discounted menu pricing for nonprofits or community events.

No Yes

What discount would you offer? 10%

0% 30%

Continue

COMMUNITY IMPACT — DISCOUNTED PRICING

Choose whether you offer discounted menu pricing for nonprofit or community events. If yes, select the percentage discount you'd like to apply. You always have the final say before a discount is applied to a booking.



STEP 20

4:09 📶 🔋 69%

← ● ● ● ● ●

📍 Community Impact

Vendor DNA

Question 4 of 6

I occasionally provide pro bono services for special causes.

No Yes

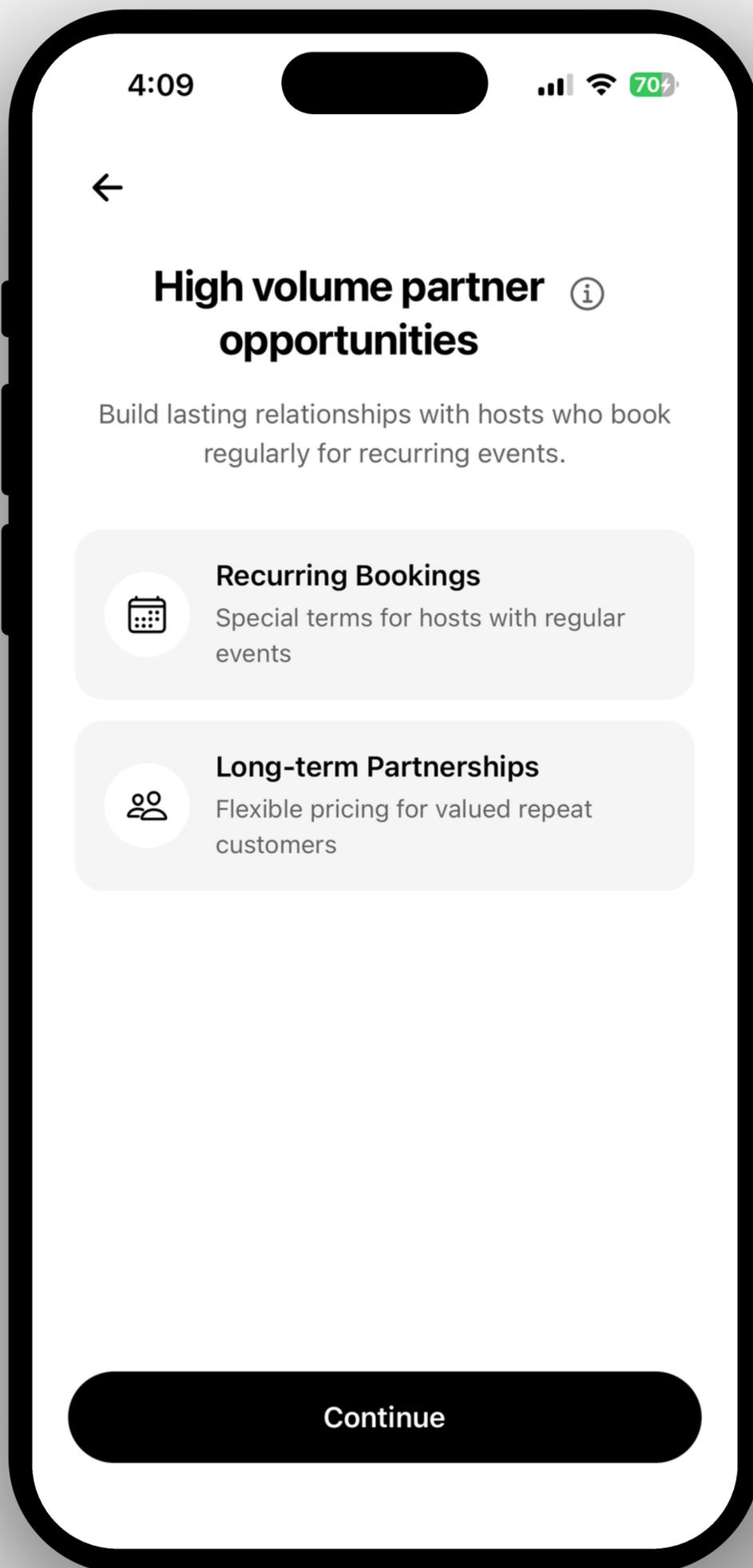
Continue

COMMUNITY IMPACT – PRO BONO SERVICES

Indicate whether you occasionally provide pro bono services for special causes. This helps hosts understand your flexibility but does not obligate you to accept requests—final approval is always yours.



STEP 21

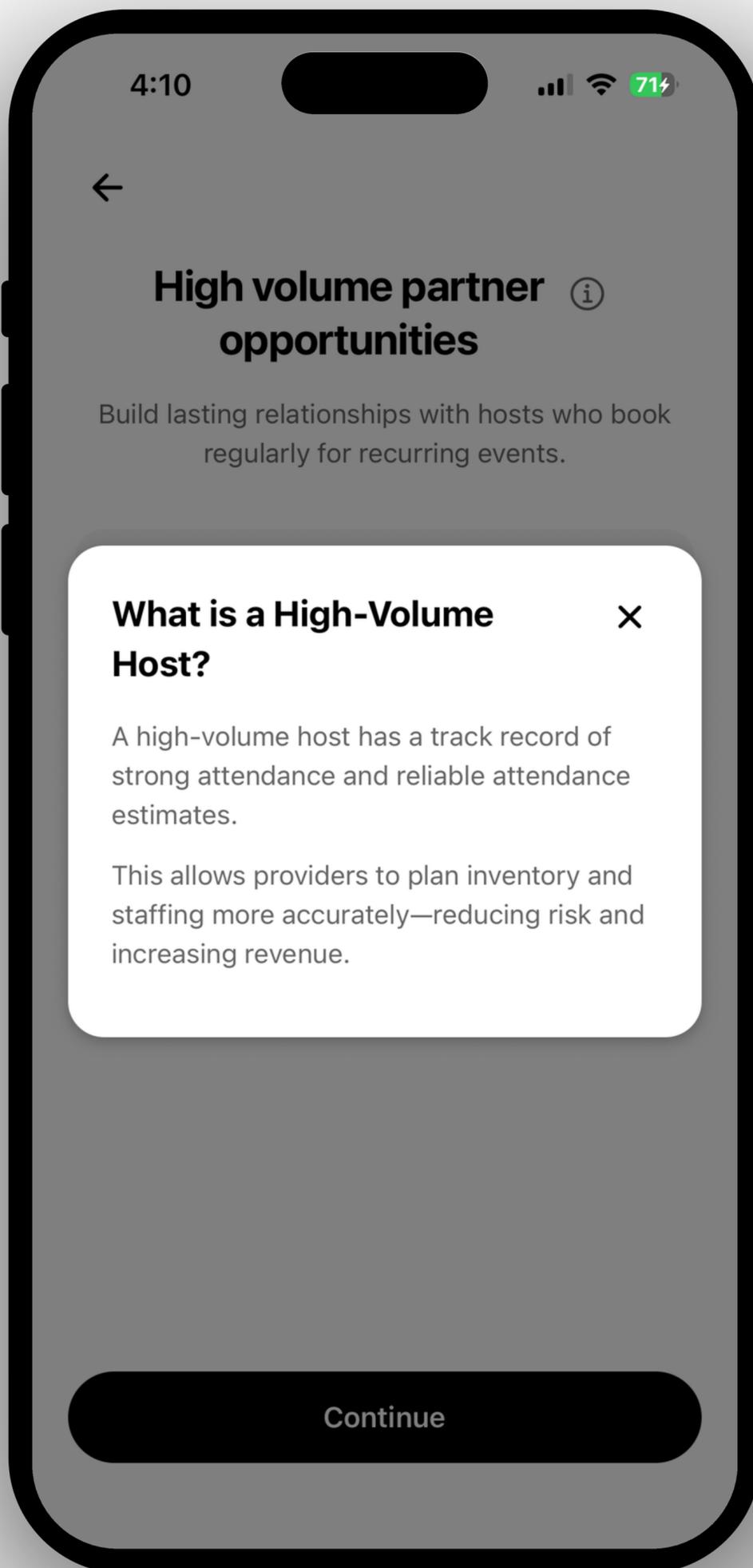


HIGH-VOLUME PARTNER OPPORTUNITIES

Review options for working with hosts who book frequently or run recurring events. These settings help build long-term, reliable relationships, and you maintain full control over which opportunities you accept.



STEP 22



WHAT IS A HIGH-VOLUME HOST?

A high-volume host is an organization, office building, or nonprofit that plans recurring or well-organized events and provides accurate attendance estimates. While these hosts may not have a budget to guarantee a minimum, their reliable turnout allows providers to plan inventory and staffing with confidence and still achieve strong sales. High-volume hosts offer consistent, low-risk opportunities based on accurate attendance and repeat business rather than guaranteed minimums.



STEP 23

4:09 📶 70%

← ●●●●●

↗ High Volume Partners

Vendor DNA

Question 5 of 6

Would you consider reducing your minimum guarantee for a high-volume host?

Set reduced minimum

—————●—————

\$0 \$1800

HIGH-VOLUME HOSTS — REDUCED MINIMUMS

Choose whether you'd consider lowering your minimum guarantee for high-volume hosts. If yes, set a reduced minimum that reflects the value of repeat business. You'll always approve terms before confirming a booking.



STEP 24

4:09 📶 70%

← ●●●●●

↗ High Volume Partners

Vendor DNA

Question 6 of 6

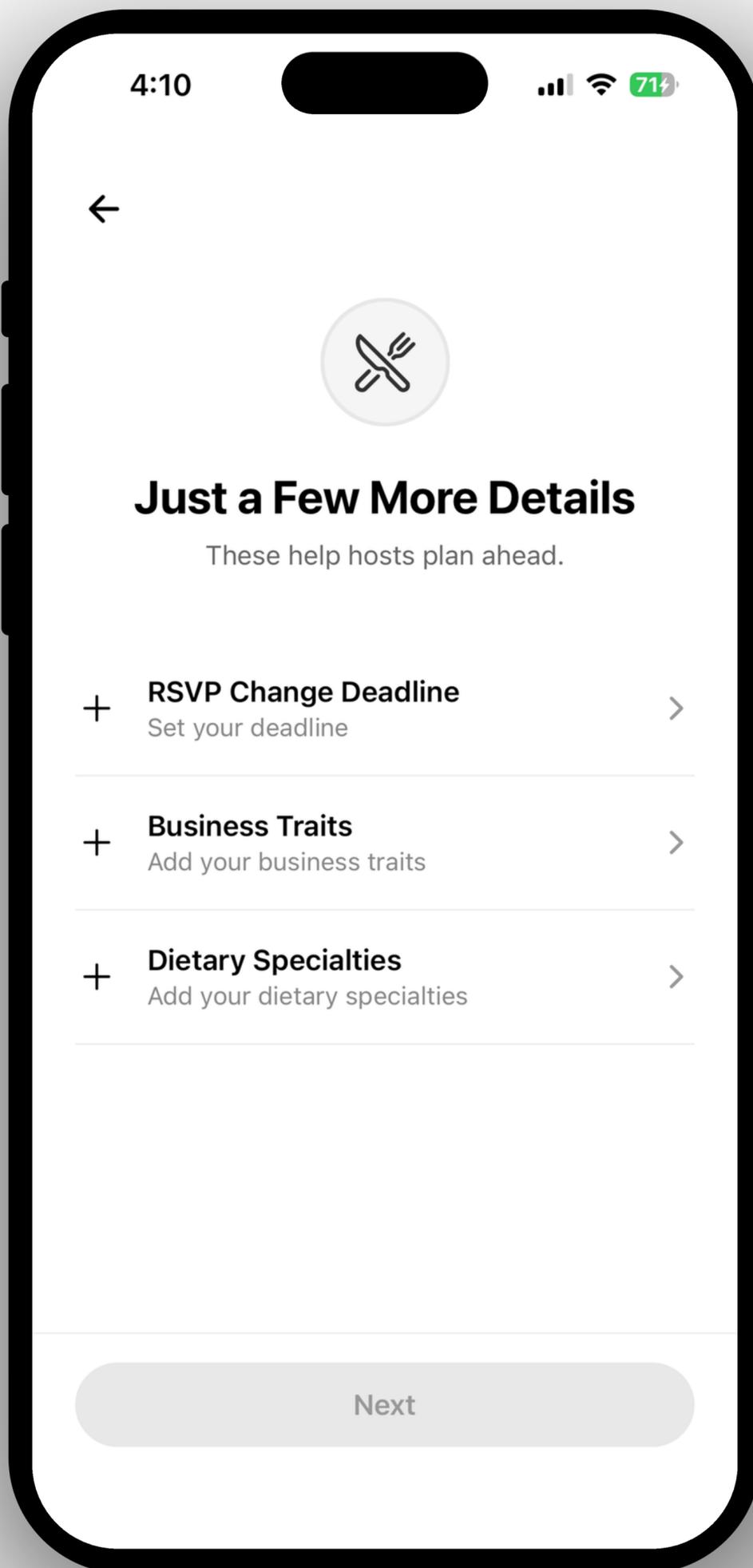
I would waive my minimum guarantee entirely for a high volume partner?

HIGH-VOLUME HOSTS — WAIVING MINIMUMS

Indicate if you'd waive your minimum guarantee entirely for trusted, high-volume partners. This option is only applied when you choose to accept the booking.



STEP 25

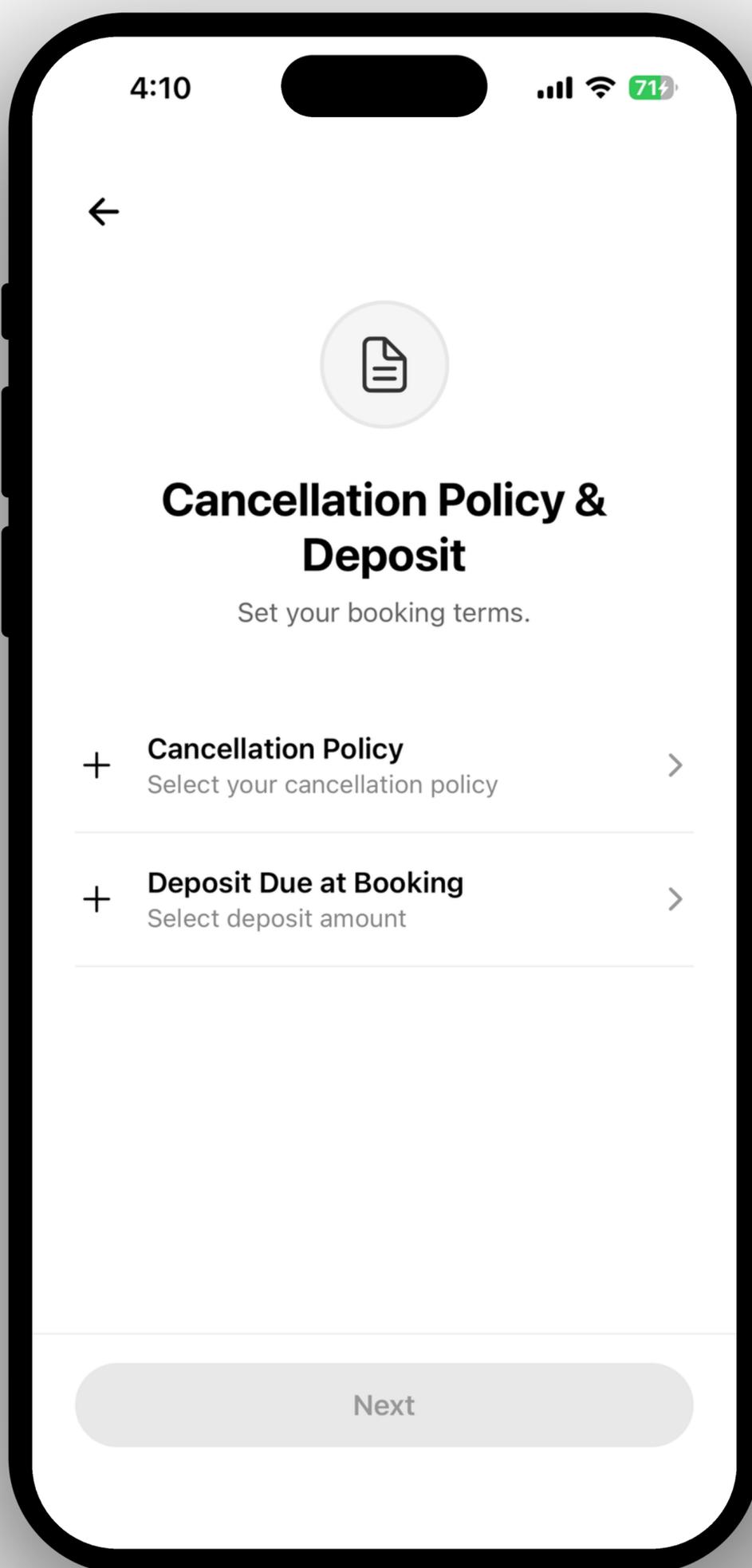


JUST A FEW MORE DETAILS

Set how far in advance hosts can change guest counts so you can plan inventory and staffing with confidence. Highlight what sets your business apart and let hosts know which dietary needs you can accommodate to ensure better-matched bookings.



STEP 26

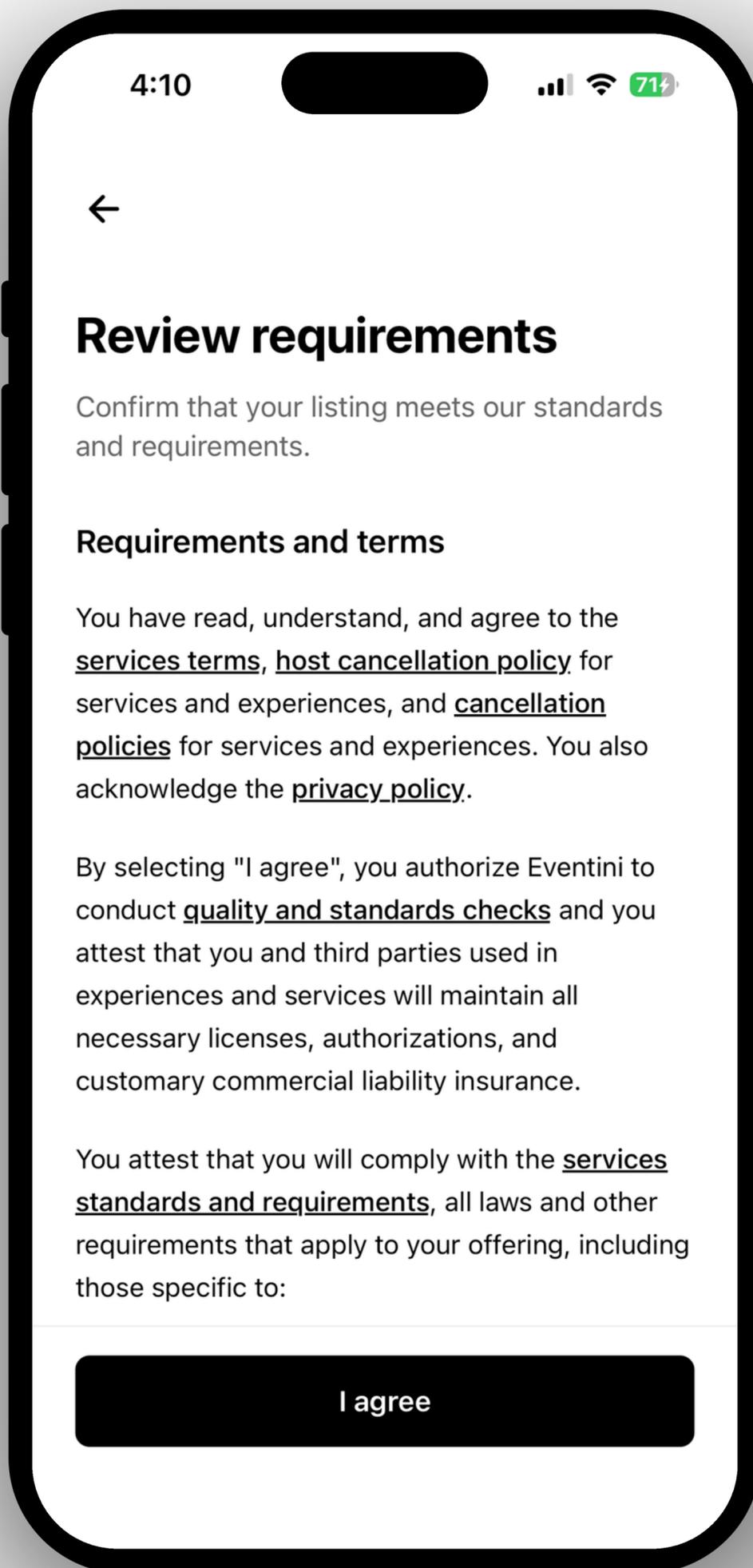


CANCELATION POLCIY & DEPSOIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent tempor, ligula id commodo tincidunt, ante nisi facilisis justo, ut faucibus dui est vel nisi. Praesent vehicula ex eget mauris imperdiet consequat. Cras massa dolor, faucibus facilisis enim at, eleifend viverra tellus.



STEP 27



REVIEW REQUIREMENTS

Confirm that your listing meets our standards and that you maintain required licenses and insurance if applicable.



STEP 28



LINK YOUR GOOGLE ACCOUNT

Connect your Google account to verify your business and complete your listing. This helps build trust with hosts and makes it easier to manage bookings and updates.



STEP 29

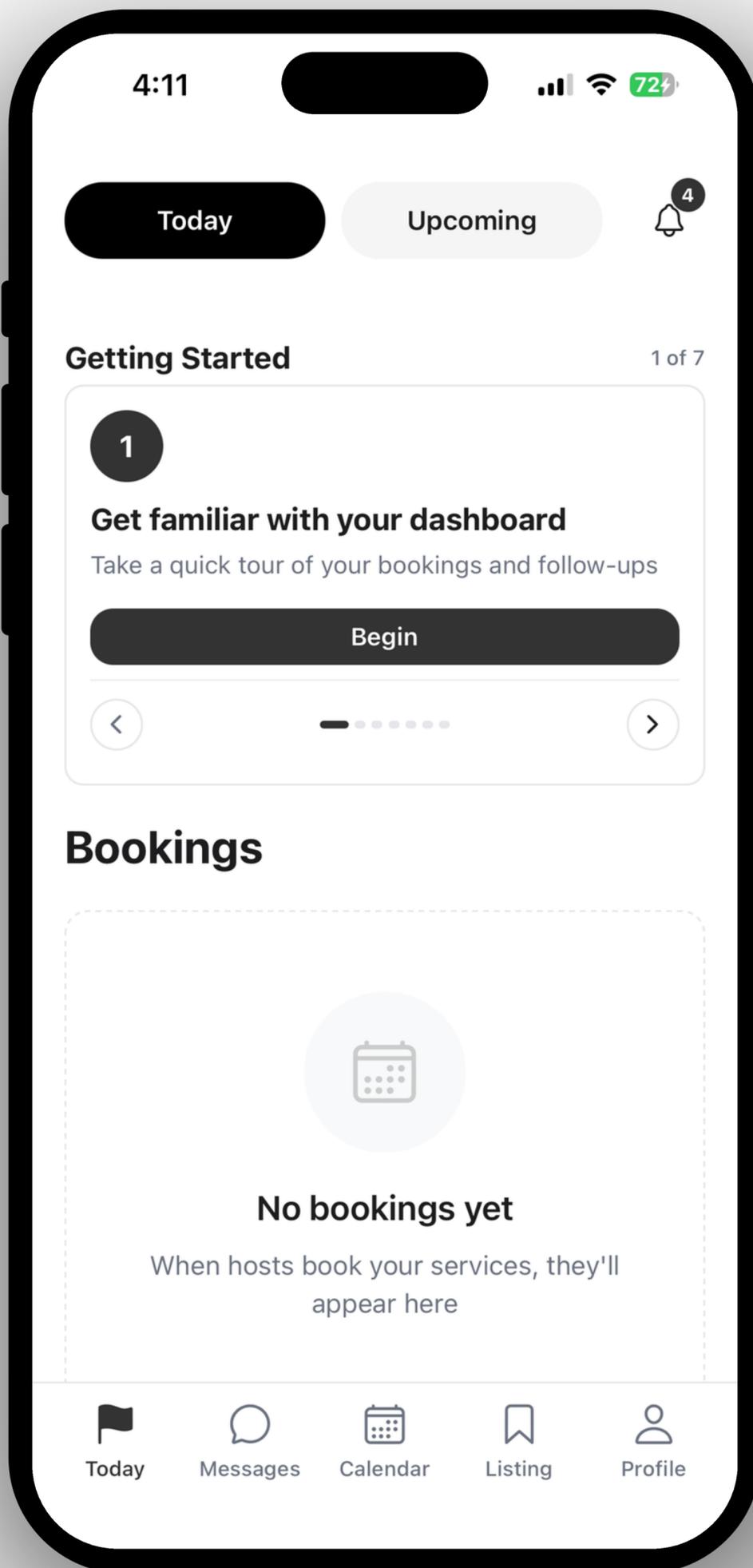


SUBMIT APPLICATION

Double-check your details before submitting. You can edit anything later.



STEP 1 - DASH



GETTING STARTED

Tap Begin to start a short tutorial that walks you through bookings, messages, and follow-ups.