Tennessee State Government

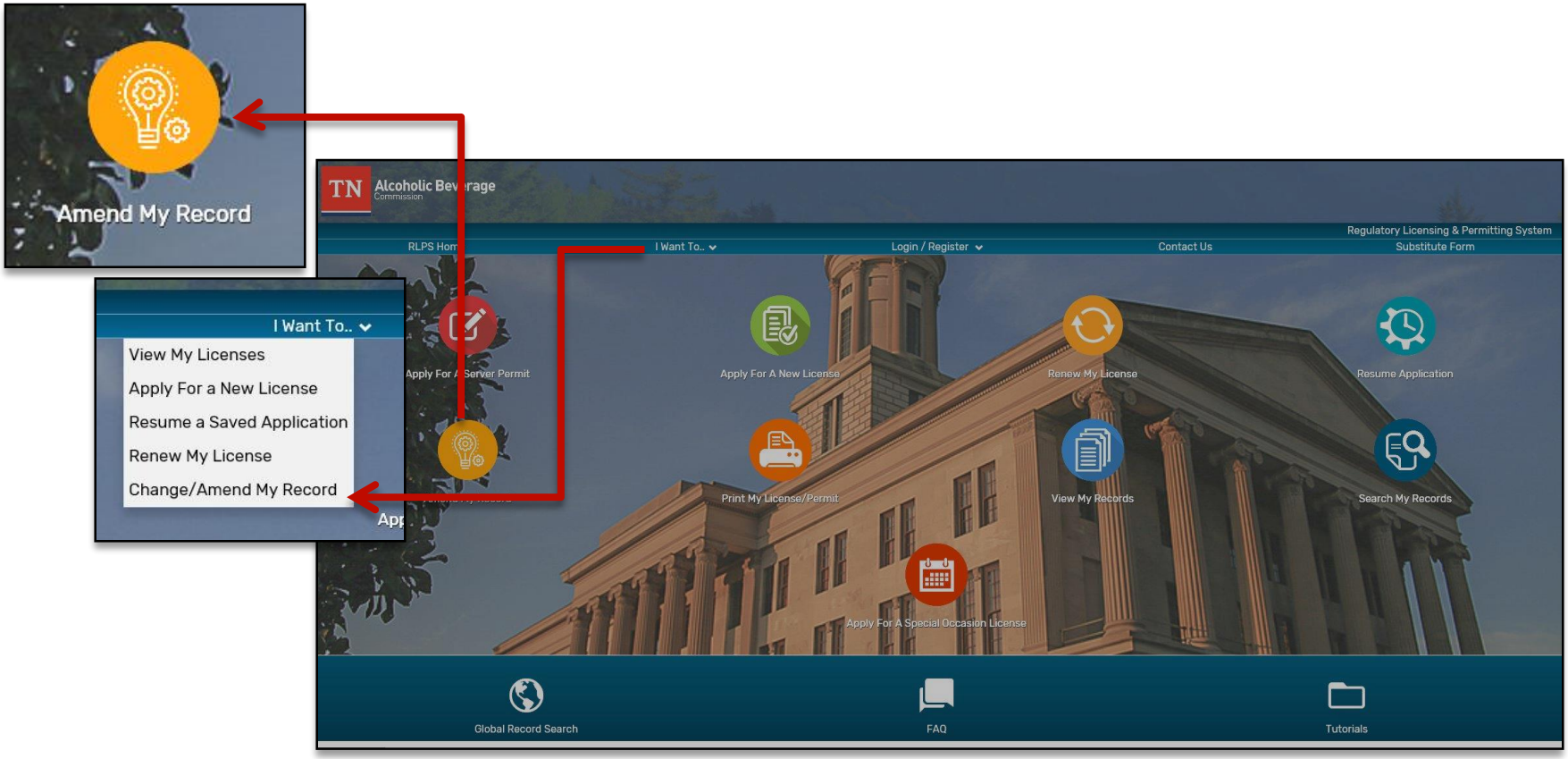
# Regulatory Licensing and Permitting System (RLPS)
# Notice of Catered Event Submission Process

# RLPS Notice of Catered Event Submission : Content

- Citizen Access Renewal Process
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Notice of Catered Event Submission Process
    - Assumes user has a previously created RLPS account.
    - Assumes user has an active RLPS Caterer license

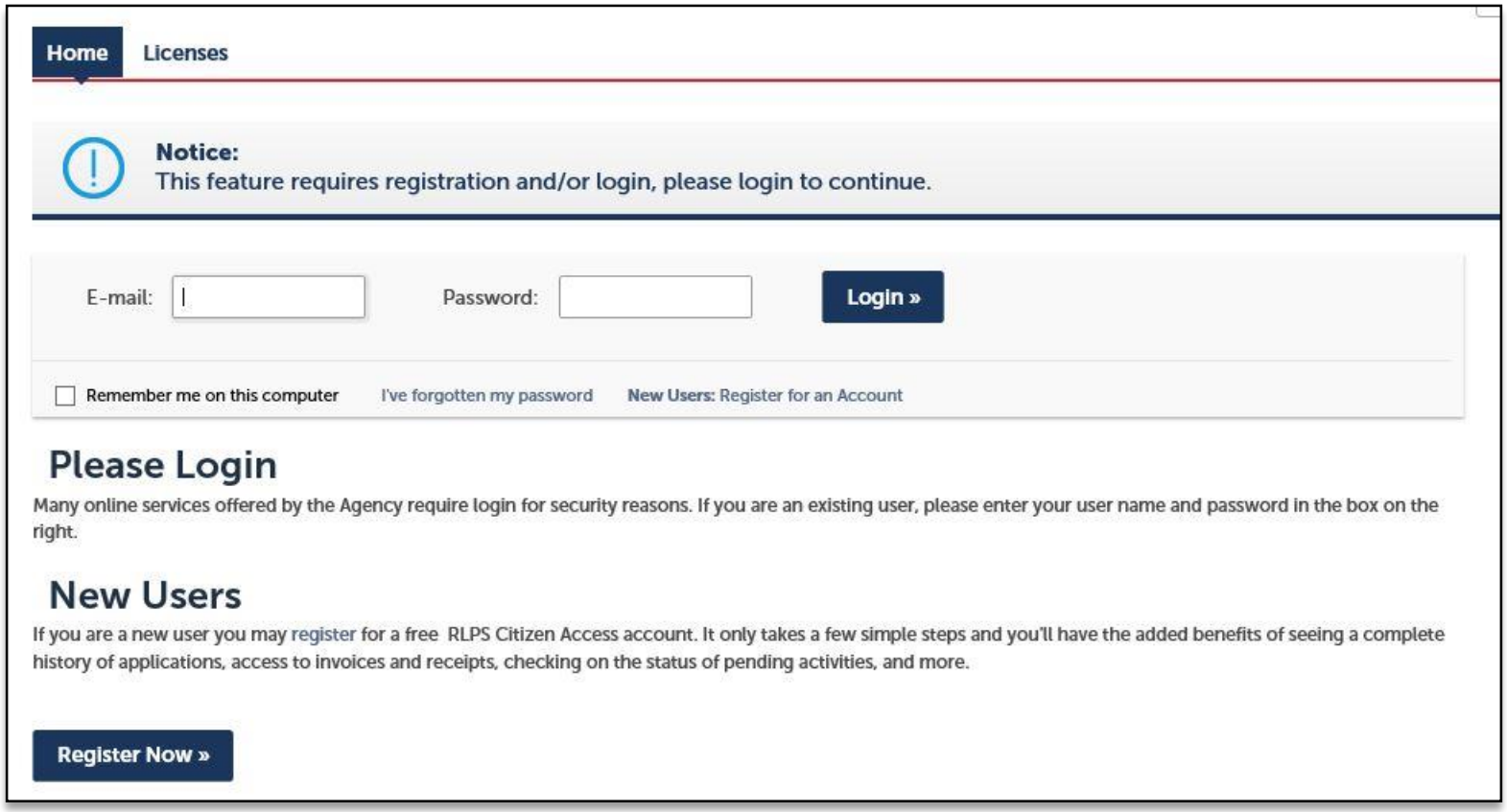
# RLPS Notice of Catered Event Submission Process

- To begin, locate and **click on the Amend my Record button** on the home screen or use the “I Want To…” option from the navigation bar.



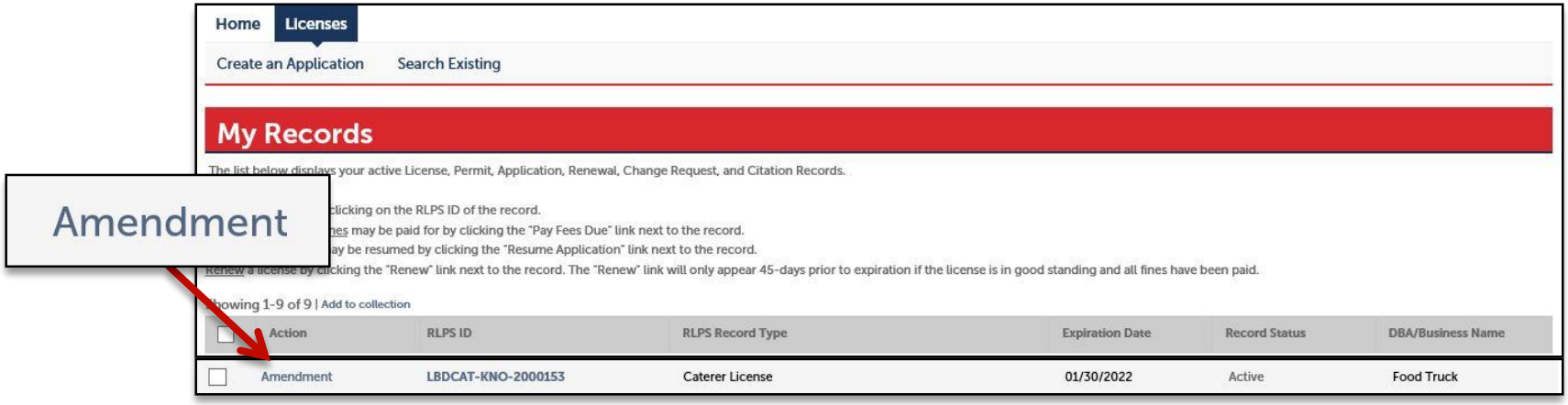
# RLPS Notice of Catered Event Submission Process

- Next, **log into your RLPS account**



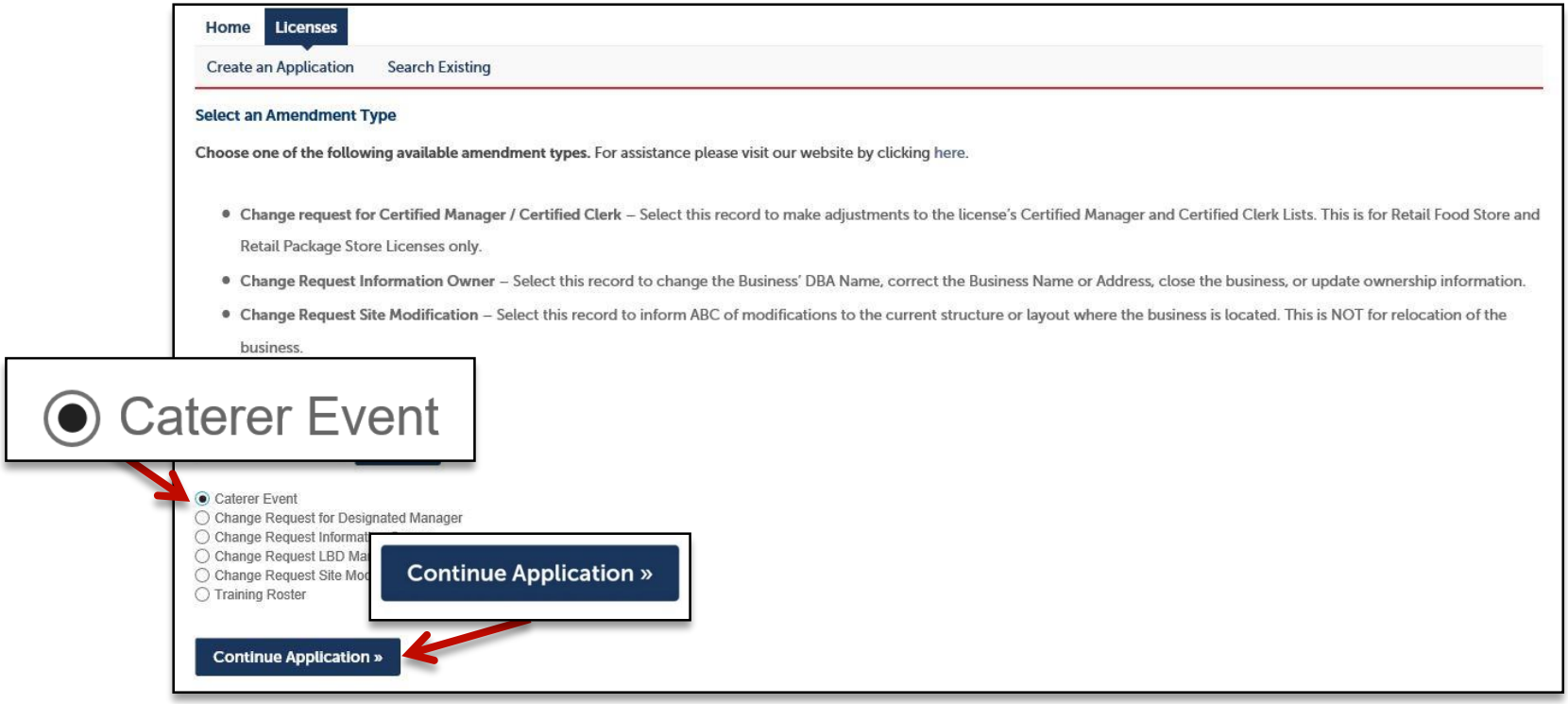
# RLPS Notice of Catered Event Submission Process

- Once logged in, you will be taken to a list of your active licenses.
- **Click the "Amendment" Button next to your Caterer License ID**



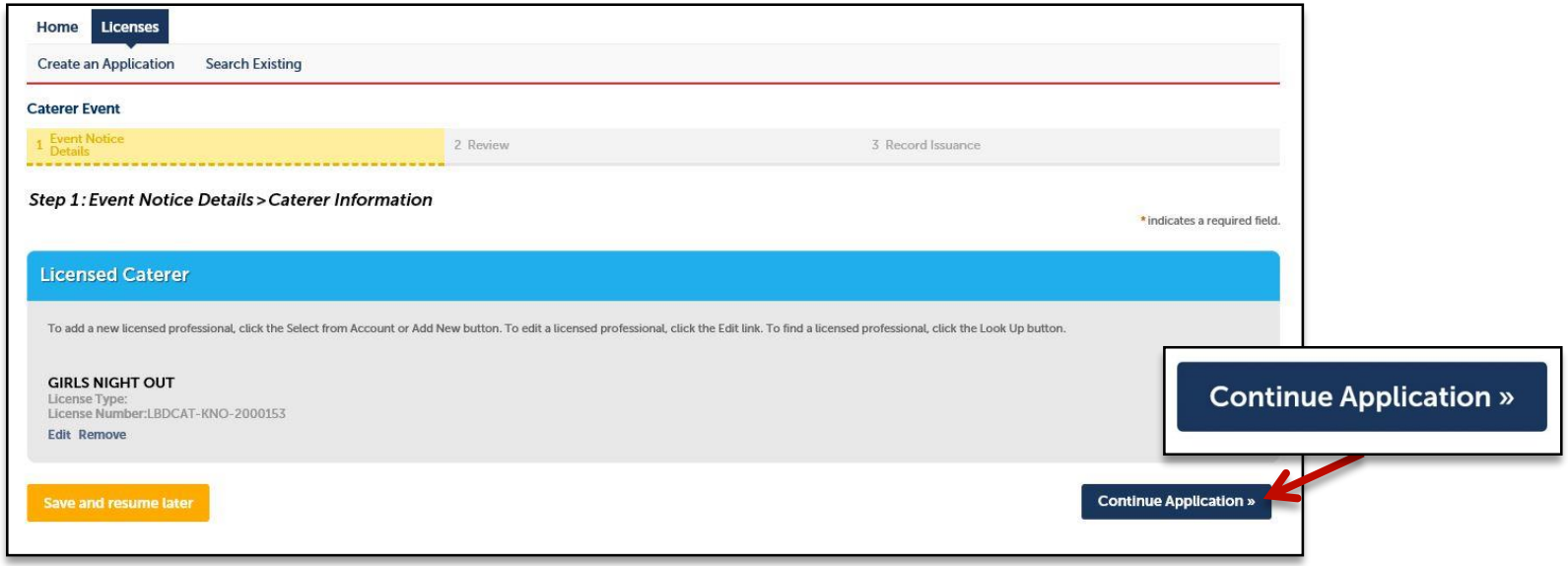
# RLPS Notice of Catered Event Submission Process

- Next, **Select "Caterer Event"** and **click "Continue"**



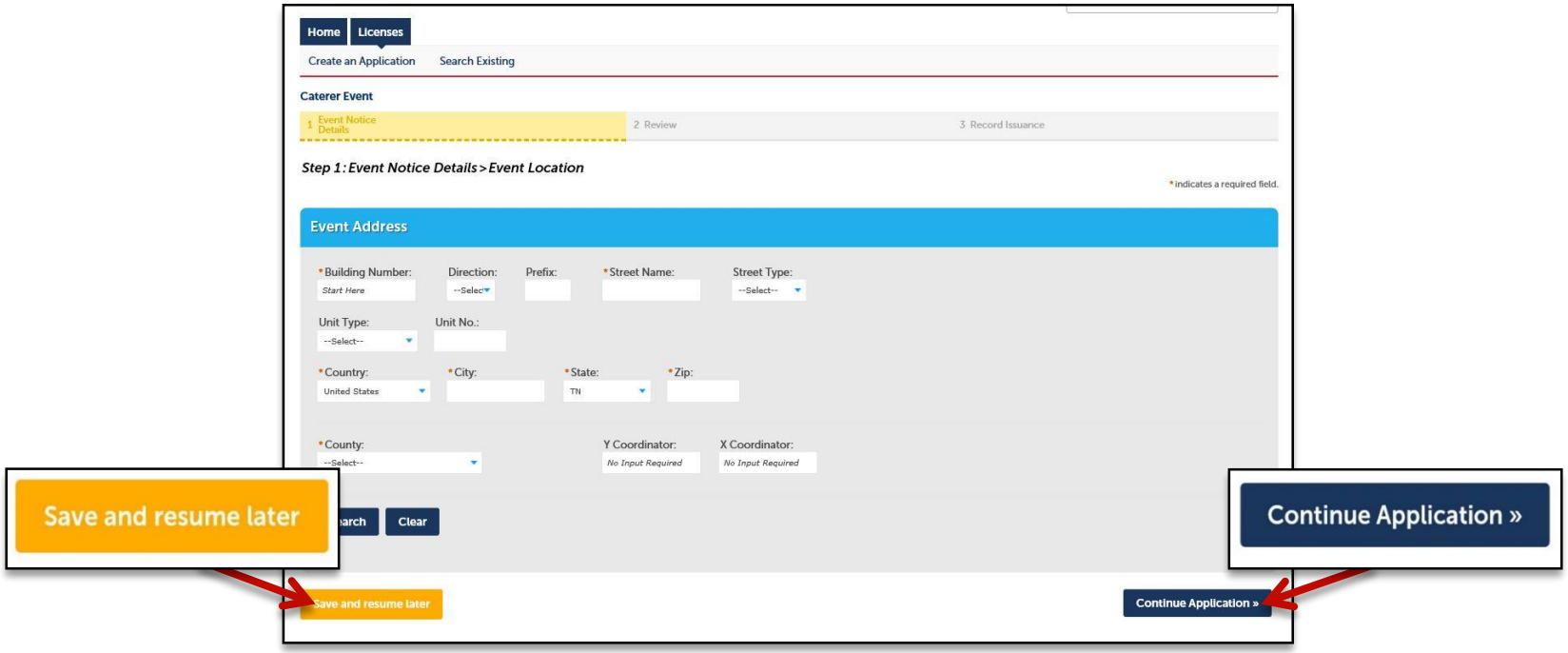
# RLPS Notice of Catered Event Submission Process

- *Step 1: Event Notice Details > Caterer Information*
  - Review the Licensed Caterer details
  - **Click "Continue Application"**



# RLPS Notice of Catered Event Submission Process

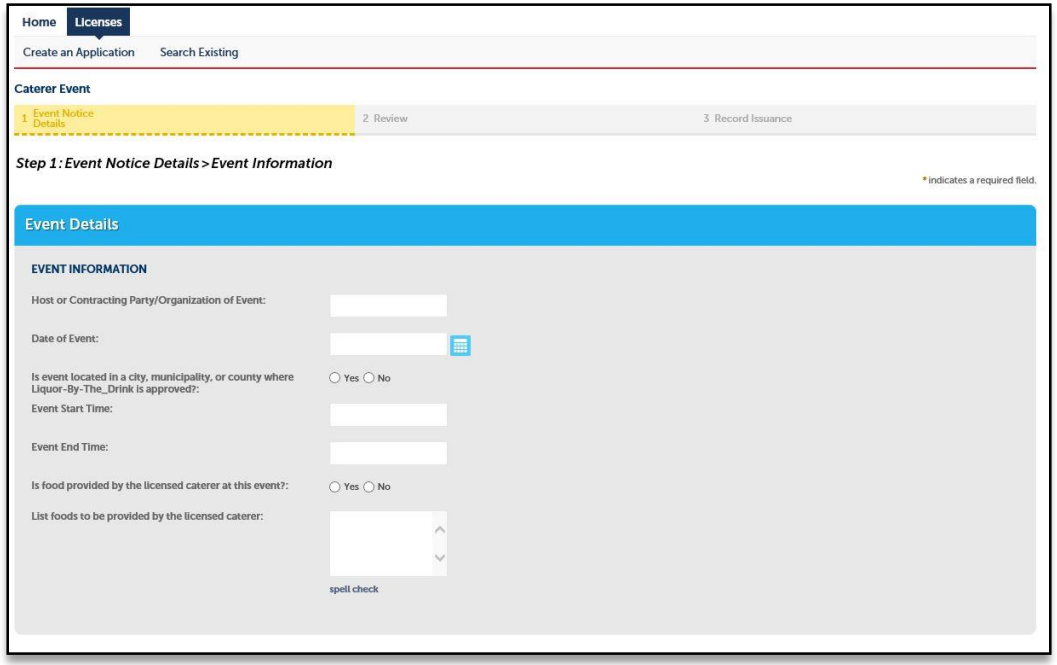
- *Step 1: Event Notice Details > Event Location*
  - **Enter the physical location of the catered event** and **click "Continue"**




*You may also click "Save and Resume Later" as needed. This will create a temporary application record for you to return to.

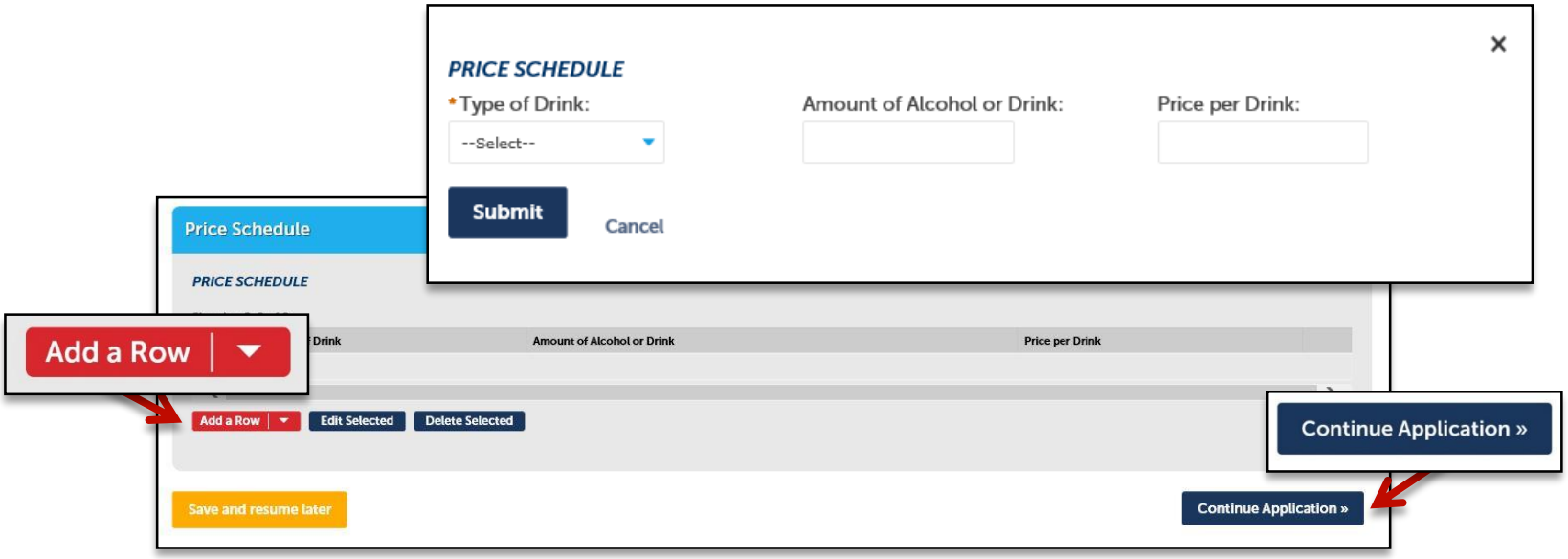
# RLPS Notice of Catered Event Submission Process

- *Step 1: Event Notice Details > Event Information*
  - Enter all Event details including:
    - Event Host/Contracting Party
    - Event date, start time, & end time
    - Etc.
  - Scroll the page to enter Price Schedule details
    - Continue to next slide



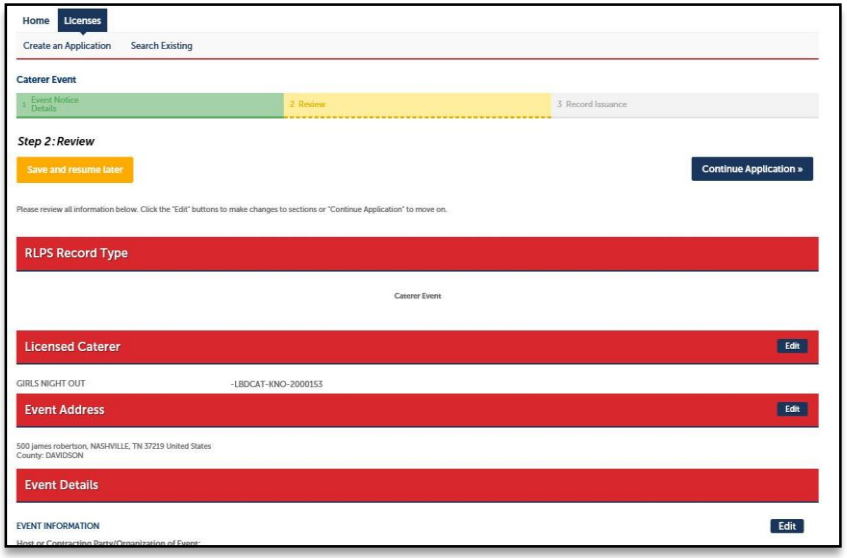
# RLPS Notice of Catered Event Submission Process

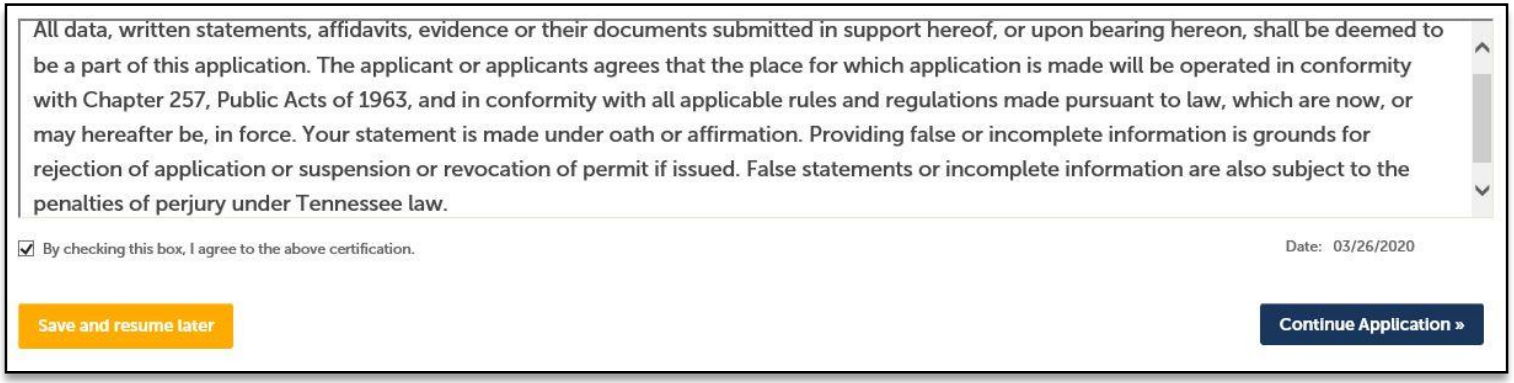
- *Step 1: Event Notice Details > Event Information Continued…*
  - **Add Price Schedule** for all drinks to be served at the event
    - Click the down arrow next to the "Add a Row" button to add up to 10 rows at a time
  - Once all drink types have been added **click "Continue Application"**



# RLPS Notice of Catered Event Submission Process

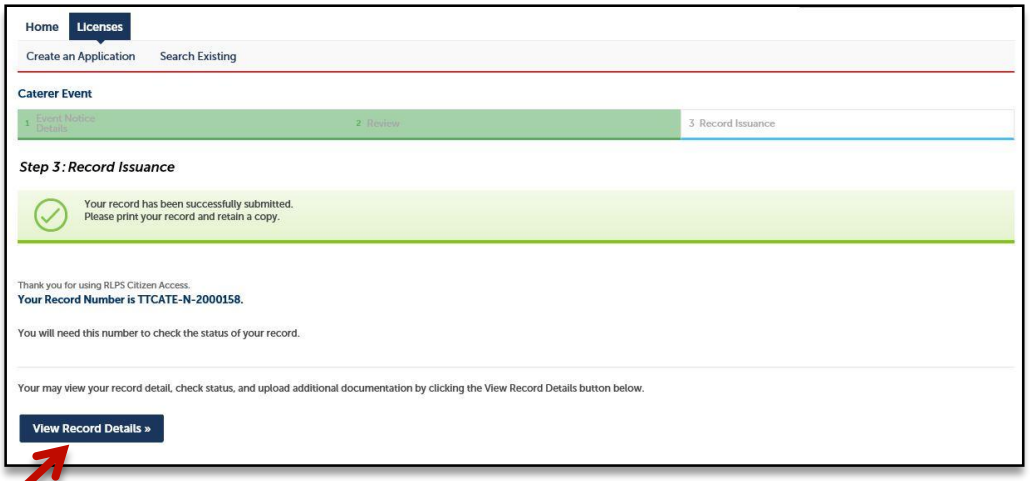
- *Step 2: Review*
  - Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
  - After selecting the checkbox, please **click "Continue Application".**

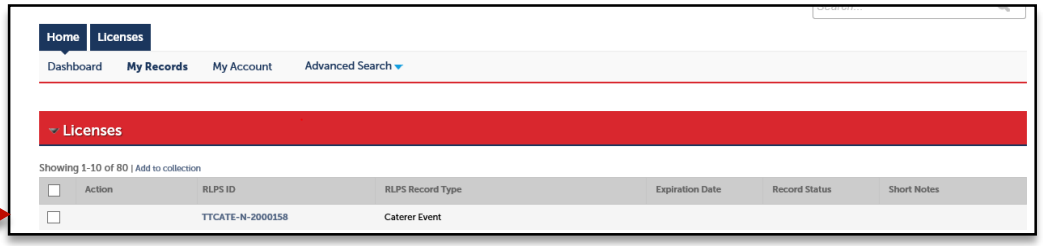


# RLPS Notice of Catered Event Submission Process

- You have successfully submitted your Notice of Catered Event.
  - If any additional information is required, the user will be notified by a member of the TABC.
- You **can view your record by clicking the "View Record Details" Button** on the issuance page, **or you can find it in your Record List.**



# RLPS Help

- For questions or concerns:
  - Contact the RLPS helpdesk
    - Email: TABC_RLPS.Technical@tn.gov
    - Phone: (615)-532-2297

# Thank You