



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

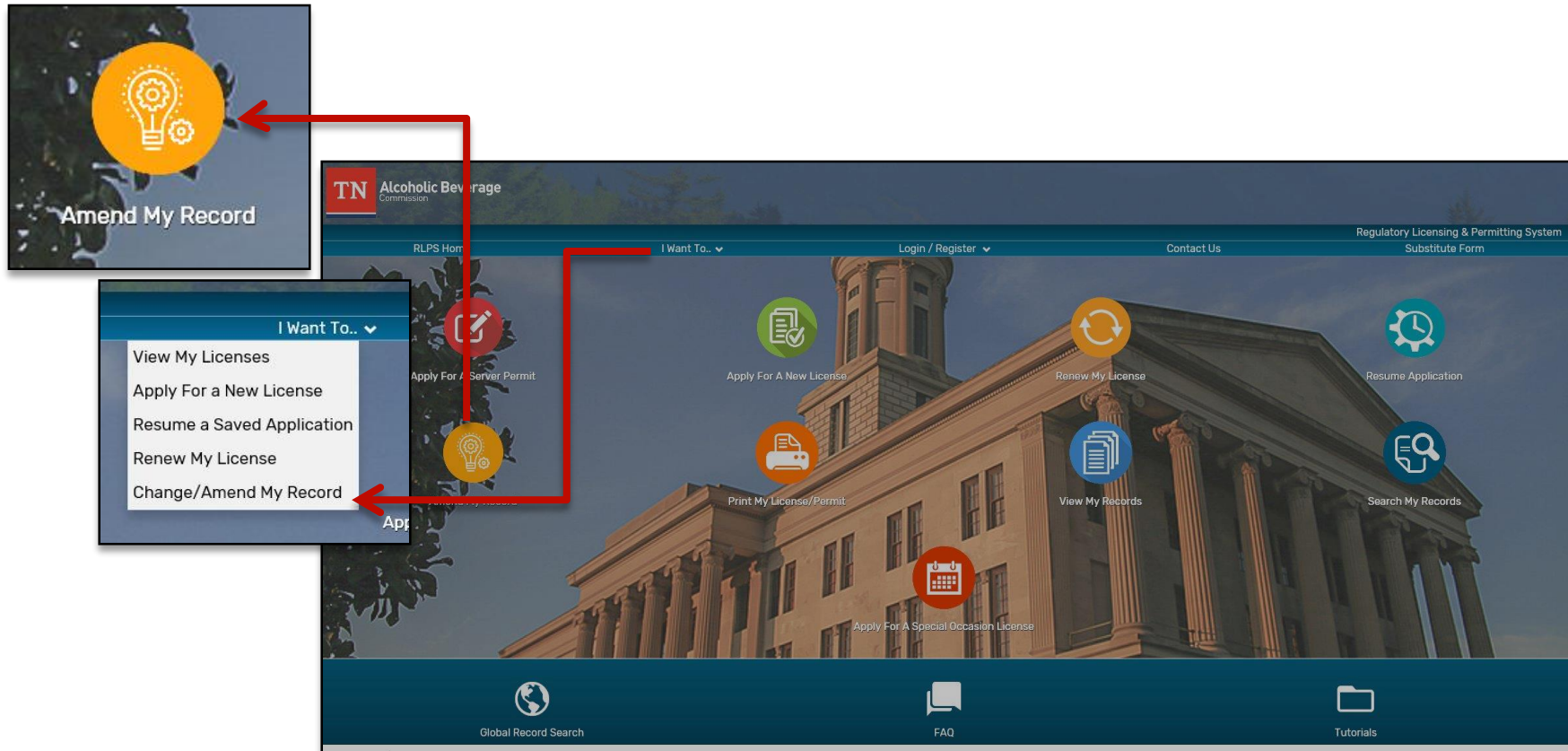
# RLPS Notice of Catered Event Submission : Content

- 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**

Home Licenses

**Notice:**  
This feature requires registration and/or login, please login to continue.

E-mail:  Password:  [Login »](#)

Remember me on this computer   [I've forgotten my password](#)   [New Users: Register for an Account](#)

## Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

## New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)



# 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**

The screenshot shows the 'My Records' section of the RLPS website. At the top, there are navigation links for 'Home' and 'Licenses', and buttons for 'Create an Application' and 'Search Existing'. Below this is a red header for 'My Records' with a sub-header 'The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.' The main content area contains a table with columns: Action, RLPS ID, RLPS Record Type, Expiration Date, Record Status, and DBA/Business Name. The first row in the table is highlighted and contains the following data:  Amendment, LBDCAT-KNO-2000153, Caterer License, 01/30/2022, Active, Food Truck. A red arrow points from a callout box labeled 'Amendment' to the 'Amendment' button in this row.

Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/> Amendment	LBDCAT-KNO-2000153	Caterer License	01/30/2022	Active	Food Truck



# RLPS Notice of Catered Event Submission Process

- Next, **Select “Caterer Event”** and **click “Continue”**

The screenshot shows the 'Licenses' section of the RLPS website. At the top, there are navigation links for 'Home' and 'Licenses'. Below this, there are two buttons: 'Create an Application' and 'Search Existing'. The main heading is 'Select an Amendment Type', followed by a sub-heading: 'Choose one of the following available amendment types. For assistance please visit our website by clicking here.'

- **Change request for Certified Manager / Certified Clerk** – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- **Change Request Information Owner** – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- **Change Request Site Modification** – Select this record to inform ABC of modifications to the current structure or layout where the business is located. This is NOT for relocation of the business.

Below the list, there is a radio button selection area. The 'Caterer Event' option is selected, indicated by a red arrow pointing to it from a callout box. Other options include 'Change Request for Designated Manager', 'Change Request Information', 'Change Request LBD Ma', 'Change Request Site Mod', and 'Training Roster'. A blue button labeled 'Continue Application »' is positioned to the right of the radio buttons, with a red arrow pointing to it from another callout box. At the bottom of the form, there is another blue button labeled 'Continue Application »' with a red arrow pointing to it from a third callout box.



# RLPS Notice of Catered Event Submission Process

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

Home Licenses

Create an Application Search Existing

Caterer Event

1 Event Notice Details 2 Review 3 Record Issuance

*Step 1: Event Notice Details > Caterer Information* \*Indicates a required field.

Licensed Caterer

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

**GIRLS NIGHT OUT**  
License Type:  
License Number: LBD/CAT-KNO-2000153  
Edit Remove

Save and resume later

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”

The screenshot displays the 'Event Address' form within the RLPS application. The form is titled 'Event Address' and is part of 'Step 1: Event Notice Details > Event Location'. The form includes the following fields:

- \*Building Number: Start Here (text input)
- Direction: --Select-- (dropdown menu)
- Prefix: (text input)
- \*Street Name: (text input)
- Street Type: --Select-- (dropdown menu)
- Unit Type: --Select-- (dropdown menu)
- Unit No.: (text input)
- \*Country: United States (dropdown menu)
- \*City: (text input)
- \*State: TN (dropdown menu)
- \*Zip: (text input)
- \*County: --Select-- (dropdown menu)
- Y Coordinator: No Input Required (text input)
- X Coordinator: No Input Required (text input)

At the bottom of the form, there are two buttons: 'Save and resume later' (highlighted in a yellow callout box) and 'Continue Application »' (highlighted in a blue callout box). The 'Continue Application »' button is also highlighted in a blue callout box at the bottom right of the form.

\*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

Home | Licenses

Create an Application | Search Existing

Caterer Event

1 Event Notice Details | 2 Review | 3 Record Issuance

Step 1: Event Notice Details > Event Information

\*Indicates a required field.

Event Details

EVENT INFORMATION

Host or Contracting Party/Organization of Event:

Date of Event:

Is event located in a city, municipality, or county where Liquor-By-The-Drink is approved?:  Yes  No

Event Start Time:

Event End Time:

Is food provided by the licensed caterer at this event?:  Yes  No

List foods to be provided by the licensed caterer:

spell check



# 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”**

The screenshot illustrates the 'PRICE SCHEDULE' section of the application. A modal window is open, allowing users to add new rows to the price schedule. The modal contains a dropdown menu for 'Type of Drink', two input fields for 'Amount of Alcohol or Drink' and 'Price per Drink', and 'Submit' and 'Cancel' buttons. Below the modal, a table with columns 'Drink', 'Amount of Alcohol or Drink', and 'Price per Drink' is visible. A red box highlights the 'Add a Row' button with a dropdown arrow. Another red box highlights the 'Continue Application >>' button at the bottom right of the table. A third red box highlights the 'Continue Application >' button at the bottom right of the modal.



# 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”**.

The screenshot shows a web application interface for reviewing a catered event submission. At the top, there are navigation links for 'Home' and 'Licenses', and buttons for 'Create an Application' and 'Search Existing'. A progress bar indicates the current step is '2 Review'. Below the progress bar, there are two buttons: 'Save and resume later' and 'Continue Application'. The main content area contains several red-bordered sections for review: 'RLPS Record Type', 'Licensed Caterer' (with an 'Edit' button), 'Event Address' (with an 'Edit' button), and 'Event Details'. There is also a section for 'EVENT INFORMATION' with an 'Edit' button. The page includes a warning message: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.'

All data, written statements, affidavits, evidence or their documents submitted in support hereof, or upon bearing hereon, shall be deemed to be a part of this application. The applicant or applicants agrees that the place for which application is made will be operated in conformity with Chapter 257, Public Acts of 1963, and in conformity with all applicable rules and regulations made pursuant to law, which are now, or may hereafter be, in force. Your statement is made under oath or affirmation. Providing false or incomplete information is grounds for rejection of application or suspension or revocation of permit if issued. False statements or incomplete information are also subject to the penalties of perjury under Tennessee law.

By checking this box, I agree to the above certification.

Date: 03/26/2020

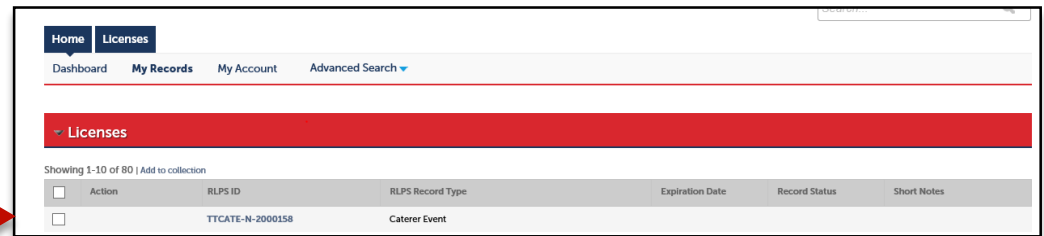
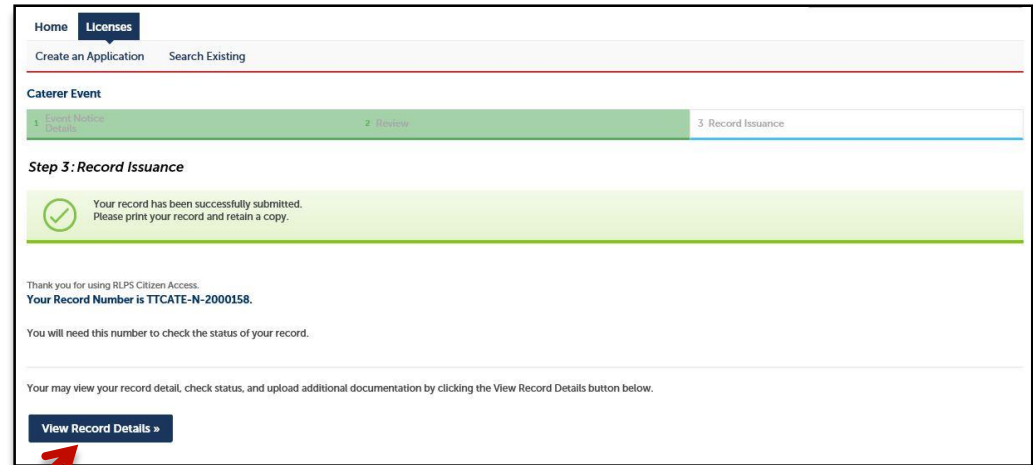
Save and resume later

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](mailto:TABC_RLPS.Technical@tn.gov)
    - Phone: (615)-532-2297





**Thank You**