

Requests for Room & Supplies for Pre-K & OLV Ministries

This form must fill out completely and turned in 3 weeks before the event

Date(s) of Event: _____

Name of Event: _____

Group Name: _____

Contact Name: _____

Phone #: _____

E-mail address: _____

Set Up Time _____ Start Time: _____ End Time: _____ Room Location Request: _____

Lay Out of Room

Comments _____

Office Use:

Date Received: _____ **Date Entered on Calendar:** _____

Request Approved Date: _____ **Request Denied (Reason) Date:** _____

If supplies are needed fill out the back of this sheet please ☺

SUPPLY REQUEST

ITEM

HOW MANY

<u>REAL CHINA</u> TABLEWARE AND SILVERWARE (NON-DISPOSABLE)	
PLATES/DINNER SIZE	
PLATES/DESSERT, SALAD SIZE	
KNIVES, FORKS AND SPOONS	
<u>DISPOSABLE</u> TABLEWARE AND SILVERWARE	
STYROFOAM PLATES/DINNER SIZE	
STYROFOAM PLATES/DESSERT, SALAD SIZE	
PLASTIC KNIVES, FORKS & SPOONS	
HOT CUPS	
COLD CUPS	
SOUP CUPS/BOWLS	
NAPKINS	
SERVING SPOONS	
COFFEE	
TEA	
SUGAR	
CREAM PITCHER	
SALT/PEPPER	
OTHER:-PLEASE LIST BELOW	