

EPIPHANY ORDER FORM FOR SUPPLIES & EQUIPMENT

Date: _____ Ordered by: _____ Phone: _____

Event _____

Organization _____

Supplies or Equipment	How Many	Order Filled	Office Use Only
Free-Standing Coffee Pots (100 cup)			
Foam Dinner Plates (choose) plain divided			
Foam Dessert Plates			
Bowls — 12 oz			
Napkins — Dinner Size			
Napkins — Lunch Size (economical)			
Napkins — Beverage Size (small)			
Styrofoam Cups — 8 oz			
Hard Plastic Cups (choose) 5 oz 9 oz			
Soft Plastic Cups (choose) 3 oz 5 oz 7 oz 10 oz			
Table covering (choose Roll) Plastic Paper (choose color) White Red			
Plastic Wine Glass — 5 oz			
Plastic Champagne Glass — 4 oz			
Paper White Placemats — (10" X 14")			
Plastic Forks (choose) Medium Heavy			
Plastic Spoons (choose) Medium Heavy			
Plastic Knives (choose) Medium Heavy			
Coffee Filters (choose) Large (100 cups) Regular			
Coffee Stirrers / Bar Straws (order by box)			
Roll Paper Towel			
Large Orange Trash Bags			

Order Filled By: _____ Date Filled: _____

Notes or Comments:

Parish Center Setup Form (Only)

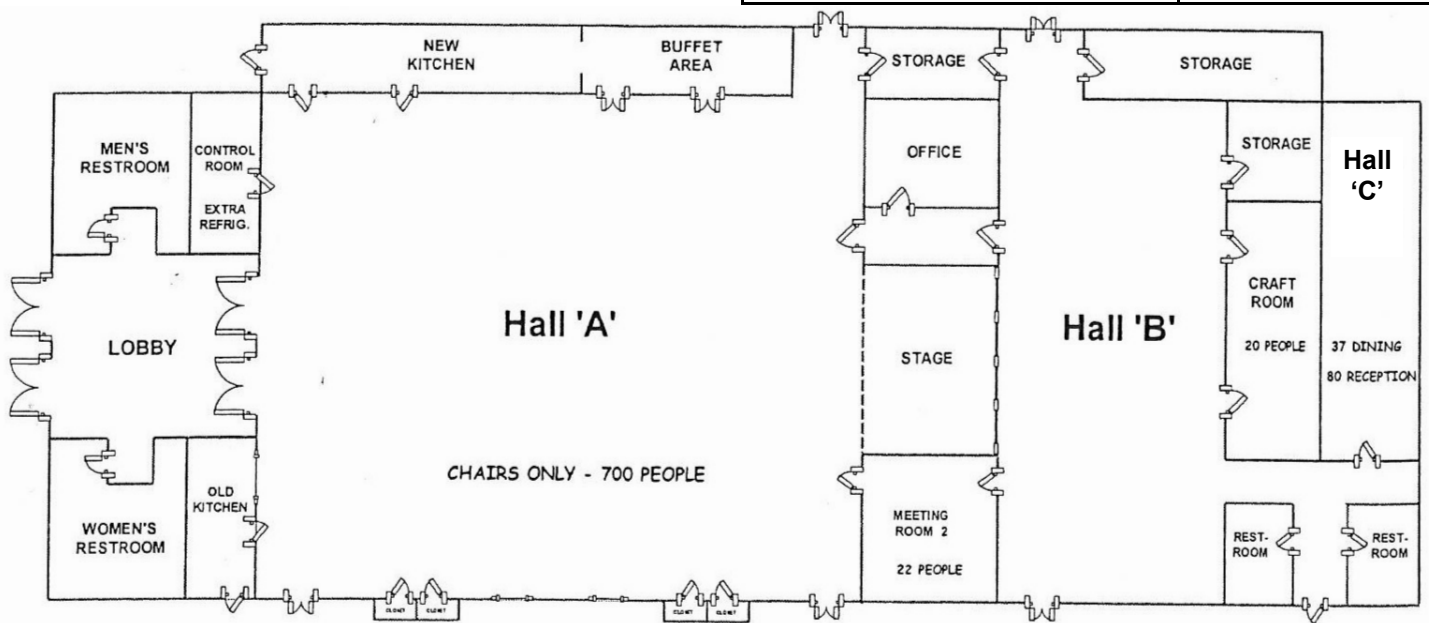
Type of Function _____

Contact _____

Phone No _____

Event Day	
Event Time: From	
Event Time: To	
Setup Time (before)	
Cleanup Time (after)	
Kitchen Use?	
Light (Front Kitchen)	
Heavy (Side Kitchen)	
Mikes? Hand Held	
Lavalier	

Room(s) Reserved	
Number of Chairs	
Use the Stage?	
Number of People Expected	
Number of Tables	
Sound Tech Needed?	



This is not a reservation form.
Bookings are in advance and must be confirmed by Parish Office.

Office Use Only	
Total Rent Due	
Deposit 1/2	
Balance Due	
Payment	
Balance Due	

Comments