

Hospitality - Special Events

Event Name: _____ Requested by: _____

Day/Date: _____ Time: _____ Phone: _____

Number of people expected: _____

Room reserved: Parish Hall Memorial Room _____

Food / Notes: _____

Requests must be submitted to the office 3 weeks prior to the event. The requesting group is responsible for publicity, room reservations, setup and cleanup, and providing hostesses and servers if required. Hospitality will order food stuffs and beverages as pre- arranged.

Special Events Committee: _____ Coordinator: _____

Ordered Food

Caterer: _____

Phone: _____

Food list: _____

Cost: _____ FCC check

Charge to Budget: _____

Pick up/Delivery: _____

Shopping:

Décor

- Tablecloths
- Flowers
- Balloons

Tableware

- Plates
- Napkins
- Cups
- Forks, Knives, Spoons

Drinks

- Coffee
- Hot Tea
- Whole Milk
- Lemonade & Iced Tea
- Soda – ass't & Diet
- Punch

Sides:

- Chips
- Fruit
- Veggies

Desserts:

- Cake
- Cookies
- Ice Cream