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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Request: \_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_ | | | | | Date of Event/Activity: \_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_ | | | | | | |
| Event/Activity Time | | From: | | | To: | | | | | | |
| Ministry: | | | | | Event Name/Activity: | | | | | | |
| Ministry Contact: | | | | | Phone Number: | | | | | | |
| Expected Number of Guests: | | | | | Confirmed Number of Guests: | | | | | | |
| Draft requests must be submitted 60 days in advance of event.  Final food and supply requests must be confirmed minimally 15 business days prior to event.  Orders for linen must be confirmed/reserved 10 business days prior to event. | | | | | | | | | | | |
| Request for: | Breakfast | | Luncheon | | | Dinner | | | Other: | | |
| Event Location: | Sanctuary | | Fellowship Hall | | | | Historical | | | Other: | |
| Reserved on church calendar?  Yes  No | | | | Approved Budget?  Yes  No Amount: $\_\_\_\_\_\_ | | | | | | | |
| Reminder: Copy of logistics/room setup request form must accompany food service request. | | | | | | | | | | | |
| Menu Preferences: | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| For Business Office and Ministry Leader Completion | | | | | | | | | | | |
| **Approximate Event Cost (Determined after Hospitality Leader review):** $ | | | | | | | | **Actual Total Event Cost:** $ | | | |
| **Remarks/Comments:** | | | | | | | | | | | |
| **Ministry Leader Signature:** | | | | | | | | | | | **Date:** |
| **Service Request Approved by:**  Business/Finance/Treasurer | | | | | | | | | | | **Date:** |
| **Final Request Received by:** Hospitality Ministry Leader | | | | | | | | | | | **Date:** |