

# **Paper Products and/or Food Service Request Form**

All paper products and/or food service request forms must be received **AT LEAST ONE WEEK PRIOR** to the scheduled activity. This is not a reservation for products—contact must be made with one of the church staff to schedule and ensure availability.

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Times: \_\_\_\_\_

Activity and Sponsoring Organization: \_\_\_\_\_

\_\_\_\_\_

Staff Member You Spoke With (**Required**): \_\_\_\_\_

## **Supplies Needed:**

Plates:      Large: \_\_\_\_\_      Small: \_\_\_\_\_

Bowls:      Large: \_\_\_\_\_      Small: \_\_\_\_\_

Cups:      Large: \_\_\_\_\_      Small: \_\_\_\_\_

Forks: \_\_\_\_\_      Spoons: \_\_\_\_\_      Knives: \_\_\_\_\_      Napkins: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

## **Kitchen Staff Assistance Needed:**

\_\_\_\_\_ Food Preparation by Kitchen Staff

\_\_\_\_\_ Service from Kitchen Staff