

Event Form

Please complete this form and submit it to the congregational life committee **at least two weeks before the event** so we are able to plan accordingly.

Event planned by: _____ Committee: _____

Date of event: _____ Time of event: _____

Estimated number of people attending event: _____

Summary of event: _____

Is support needed from congregational life committee: _____ yes or no
If yes, what type of support is needed?

Food: _____ yes or no Type of food: _____

People to serve food: _____ yes or no Number of servers: _____

Will you be providing your own paper products? _____ yes or no
If no, what types of products do you need?

Napkins Plates Bowls Spoons Forks Knives Cups

Other: _____

Any additional details:

*Please submit this request to the church office at least two weeks before the event.