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.