



SUBMIT AT-LEAST-8-WEEKS-PRIOR TO EVENT IF VOLUNTEERS ARE NEEDED OTHERWISE SUBMIT AT-LEAST-3-WEEKS-PRIOR TO EVENT.



NAME OF EVENT _____

DATE OF EVENT ___/___/___

TIME OF EVENT ___:___ AM PM TIME EVENT IS OVER ___:___ AM PM

LOCATION OF EVENT Family Life
Other _____

FOOD NEEDS TO BE READY BY ___:___ AM PM

NUMBER OF PEOPLE EXPECTED

STYLE OF SERVICE NEEDED

- BUFFET -setup in Auditorium MPR Music Room Other: _____)
- PICK UP
- DELIVERY

REQUESTED MENU: (*Provide a detailed* list of items you'd like considered for this event)

_____	_____	_____
_____	_____	_____

SPECIAL REQUESTS: (Snacks, break-time items, Etc.....and when you'd like them ready)

_____	_____	_____
_____	_____	_____

REQUESTED BY: _____ DATE: _____

Submission Guidelines:

- Submit form to Jeff Harmon at least EIGHT (8) weeks prior to event if volunteers are needed; otherwise THREE (3) weeks prior.
- Any Non-specified menu items will be left to the discretion of Nick and the Kitchen Team.
- Submission of form does not guarantee use of Food Services due to possible scheduling conflicts.
- Do **not** assume that Food Services will be available for this event.
- A copy of this form will be placed in Requestor's mailbox once it has been "scheduled" or "declined".

___/___/___ Request received
 ___/___/___ Decision made
 ___/___/___ Date Returned to Requestor

Scheduled Declined

Nick Finlayson _____ ___/___/___

Jeff Harmon _____ ___/___/___