

# Greater New Birth Church

## Food Service Request Form

**\*Please return this form 2 weeks before the event\***

Today's Date	Date of Event:
Ministry/Group:	Event Title:
Requested by:	Cell Number:
Type of Event:	Start Time:                      End Time:
*Set up Time:                      *Break Down :	Expected Attendance:

Facility Request:	Kitchen Request:
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**Kitchen Supplies:** check off item (s) that you will need for your event and include quantity

Description of Item	Check	Quantity	Description of Item	Check	Quantity
Stove/Warmer			Burners		
Chafing Dishes (6 in stock)			Plastic Forks, Knives and Spoons		
Plastic Table Cover (white)			Aluminum Pans - Long		
Plastic Table Cover (black)			Aluminum Pans - Medium		
Refrigerator/Freezer			Tongs		
Hair Nets, Gloves and Aprons			Napkins and Foam Cups - 12oz		
Coolers (2 in stock)			Salt and Pepper packets		
Small Coffee Maker			Pitcher		

Comments:

COD/ Coordinator:	Date:
Ministry Pastor:	Date:
Executive Office:	Date: