



# CULINARY SERVICE REQUEST FORM

(Complete the form below for **EACH MEAL** needed for your event and submit it to your Ministry Staff Advisor or Supervisor.)

## GENERAL INFORMATION:

Date of Request: \_\_\_\_\_ Event Title/Description: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Ministry Team: \_\_\_\_\_ Ministry Team Leader: \_\_\_\_\_

### EVENT INFO

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### SETUP INFO

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Meal time: \_\_\_\_\_ Is this request a part of a ministry's submitted yearly budget?  Yes  No

Who will provide the food?  Catered by Creative Catering (In-house)  Ministry will cook onsite<sup>1</sup>  
 Catered by Outside Vendor<sup>1,2</sup>  Potluck<sup>1</sup>

Number of People Expected? \_\_\_\_\_ How much is budgeted for this request? \$ \_\_\_\_\_

Have you completed a Facility Request Form?  Yes  No (If no, please submit that form along with this one.)

## FOOD SERVICE LOCATION:

- Bridal Room  Prayer Room  Room 108  Room 303  Youth Sanctuary Annex
- Conference Room  Ray of Hope  Room 109  Room 304  Other: \_\_\_\_\_
- Deacons Room (old)  Room 102  Room 201  Vestibule, Center \_\_\_\_\_
- Dining Hall  Room 104  Room 301  Vestibule, North \_\_\_\_\_
- Fellowship Hall  Room 107  Room 302  Vestibule, South \_\_\_\_\_

## MEAL TYPE: (Select only one meal type per form, per event)

- Beverage Service  Lunch, Boxed  Dinner, Boxed  Reception, Dessert & Fruit
- Breakfast, Continental  Lunch, Full  Dinner, Full  Reception, Heavy Hors d'oeuvres
- Breakfast, Full  Lunch, Funeral – Eat In
- Lunch, Funeral – Carry Out

## ADDITIONAL NEEDS:

- Bags of Ice  Table Linen (Provide details below):  Special Décor (Provide details below):
- Cups
- Cutlery
- Paper Goods
- Serving Utensils

<sup>1</sup>All events involving consumed food on the church campus required for this form to be completed to make sure that we prepare for the proper clean up needs.

<sup>2</sup>When using an outside vendor/caterer, the church office requires a copy of their liability insurance on file before approval.

