



Food Services Request Form (Submit with Proposal)

Section I

A Food Services Ministry Request Form must be completed in advance for all events. Submit the completed form to your Department Head for approval at least THREE WEEKS prior to the event for which it is needed.

Name of Event:			
Date Needed:	Start Time:	End Time:	No. of Persons Expected:

Requested By: _____ Date: _____

Department: _____ Ministry: _____

Department Head/Chairperson Signature: _____ Date: _____

Section II

A food cost and labor estimate must be completed in advance of the scheduled event.

MENU (provided by Ministry)	ESTIMATED COST (provided by Dir. Of Food Services)
TOTAL ESTIMATED COST	

TABLE SETTING

Linen ____ Plastic ____ Centerpiece ____

Director Food Services Signature: _____ Date: _____

Approval: _____ Date: _____
Executive Pastor

Section III

Once approved, please distribute the approved copies to: Director of Food Services, Department Heads and Church Business Administrator.