

# First (Scots) Presbyterian Church

## FOOD SERVICE REQUEST FORM

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Meal Time (Begin & End): \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Division/Dept.: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Budget Allotment: \_\_\_\_\_

G L Account #(s): \_\_\_\_\_

<b>Service Requested</b>				
_____ Breakfast	_____ Brunch	_____ Lunch	_____ Dinner	_____ Snacks/Drinks

### Items Requested

PLEASE SELECT CHOICE OF  DINNERWARE (CHINA, SILVERWARE, GLASSWARE) OR  PAPER/PLASTIC GOODS

**DINNERWARE**

- Bowls     Cups (Cold)     Cups (Hot)  
 Plates (Dessert)     Plates (Dinner)  
 Plates (Salad)  
 Forks     Knives     Spoons

**PAPER/PLASTIC GOODS**

- Bowls     Cups (Cold)     Cups (Hot)  
 Napkins (Dinner)     Napkins (Cocktail)  
 Plates (Dinner)     Plates (Dessert)  
 Forks/Knives/Spoons (*Circle item(s) needed*)

**SPECIAL**     PUNCH BOWL     PUNCH CUPS—GLASS OR PLASTIC (CIRCLE ONE)     Serving Trays (*size/# needed*) \_\_\_\_\_

**OTHER ITEMS** (*Specify*) \_\_\_\_\_

<input type="checkbox"/> Check here if you are requesting supplies/food and do not require food service or set-up. Please list the food items for purchase in the Menu Requested box below.
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### Special Menu Request

**BEVERAGES**     Coffee     Juice     Lemonade     Punch     Tea     Water

<b>Menu Requested</b>
_____ _____ _____ _____ _____ _____ _____ _____

<b>Menu Suggested</b>
Meat Option #1 _____
Meat Option #2 _____
Starch _____
Vegetable #1 _____
Vegetable #2 _____
Salad _____
Bread _____
Dessert _____

<b>This section to be filled out by Food Service Department</b>			
Labor #1 _____	x \$ _____	x _____	hrs = _____
Labor #2 _____	x \$ _____	x _____	hrs = _____
Labor #3 _____	x \$ _____	x _____	hrs = _____

<b>Total Estimated Cost</b>	
Labor _____	_____
Food _____	_____
<b>Total</b> _____	_____