

BSPC Event Planning Guide

Please return this form to the kitchen coordinator two weeks in advance to confirm your event. She has a mail slot in the church office. This allows the Kitchen Committee time to determine if there is a conflict that would keep them from handling your event.

Date of Event _____ Name of Group responsible for event _____

Time of Event (beginning) _____ (ending) _____

Number of people attending _____ Contact Person _____ Phone # _____

Menu suggestions: _____

On the day of the event there should always be one (1) member of the kitchen committee and two (2) members of the sponsoring committee working at the event.

Room the event will be held in _____ Who will do setup _____

Who from the sponsoring committee will be responsible for cleanup? _____

Special theme (i.e. linens, tableware, flowers, table arrangement, etc.) Make these requests to our Kitchen Coordinator. She will purchase necessary items. These items will be charged to your committee's budget.

Will your group want: Paper & Plastic _____ or China & Silver _____

Who from your committee will help prepare food and serve?

Our Kitchen Coordinator will make any request for custodial assistance through the Controller/Business Administrator.

Notes: _____

(over)

To be filled out by Kitchen Coordinator:

Time In _____ Time Out _____

Time In _____ Time Out _____

Time In _____ Time Out _____

Time In _____ Time Out _____

Receipts: _____

NOTES: _____
