

Request for Supplies and Services

(One form for each location -- Please use back of form for room set-up)

Ministry Name		Date of Request	
Name of Event		Date of Event	
Contact Person		Phone	
Room			

Item	Number Requested	Item	Number Requested
Facilities Staff, Ext. 103 or 104		Plastic Table Cloths	
Hot Cups (8 oz)		Tables: Food	
Hot Cups (10 oz)		Tables: Set-Up	
Cold Cups (10 oz)		Chairs	
Cold Cups (12 oz)		Other	
Plates (7 inch)		Kitchen Volunteers, Ext. 127	
Plates (10 1/2 inch)		Stove	
Bowls		Stenos	
Forks		Refrigerator	
Knives		Freezer	
Spoons		Steam Table	
Napkins (Dinner)		Serving Utensils	
BBQ Grill		Other	
Garbage Bags		Music Staff, Ext. 121	
Coffee Pot (Small - 12 Cups)		Sound Tech	
Coffee Pot (Large - 100 Cups)		Musician	
Ice Chest (Small)		Choir: <input type="checkbox"/> Children	<input type="checkbox"/> Youth
Ice Chest (Large)		Choir: <input type="checkbox"/> Adult	<input type="checkbox"/> Adult
Ice		Mic's	
Extension Cord/Power Surge		Multi Media	
DVD Player		Other	
CD Player		Office Staff, Ext. 108 or 105	
VCR		LCD Projector	
Projector Screen		Lap Top Computer	
TV		Other	
FABC STAFF ONLY			
FABC staff member who completed request			
Date Completed			