

Request for Paper Goods and Other Supplies

(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. 142 or 151		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. 112	
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	
Coffee Pot (Small - 12 Cups)		Please contact Min. Ellis Lindsey: 504.858.0405	
Coffee Pot (Large - 100 Cups)		Musicians	
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			
FABC STAFF ONLY			
FABC staff member who completed request			
Date Completed			

Request for supplies are due two weeks prior to approved events.

Completed forms should be hand delivered or placed in the

Custodian Supervisor's Mailbox: Linda Adams (504-488-8488 x151)

Please give detail instructions for room set-up on the back of the form.