

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 Pastor Earnest Salsberry: x223 | |
| Coffee Pot (Large - 100 Cups) | | | |
| Ice Chest (Small) | | | |
| Ice Chest (Large) | | | |
| 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.