

St. Edith Church

**EQUIPMENT/SUPPLY REQUEST**

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

Event Day/Date Requested: \_\_\_\_\_

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

Requested by: \_\_\_\_\_

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

Group/committee: \_\_\_\_\_

# of people attending: \_\_\_\_\_

Location/Room: \_\_\_\_\_

Hot Cups ( )

Cold Cups ( )

Bowls ( )

9 oz ( ) 12 oz ( )

Dinner Plates ( )

Dessert Plates ( )

Napkins Lunch/Dinner Size ( )

Tablecloths

Paper ( )

Cloth (*Requires 10 day advance notice*) ( )

( ) number of round ( ) number of long

Reg. Coffee ( )

Decaf Coffee ( )

Tea ( )

Hot Chocolate ( )

Plastic Flatware:

Forks ( )

Knives ( )

Spoons ( )

Additional requests:

\*\*\*\*\*OFFICE USE\*\*\*\*\*

Request rec'd by: \_\_\_\_\_

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

Original to Christian Service

( )

734-464-1222 x309

Copy to Parish Office file:

( )

464-1222

Copy to Originator:

( )

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