

First Baptist Church of Mauldin

Food Service Request

Name of Group _____ Today's Date _____

Date of Event _____ Time of Event _____ Number to be Served _____

Caterer: FBC Caterer Outside Caterer _____

Caterer's Home Phone No. _____ Work Phone No. _____

Caterer's E-mail Address _____

Location: Fellowship Hall _____ _____ _____

Service: Buffet Seated Serving Reception Beverage Only Ice

Snack Set-up Only Other _____

Ambience: Shorts Open Collar Neck Tie Black Tie White Tie

Menu: _____

Set-up: Hot Buffet Cold Buffet Salad Bar Beverage Station

Dessert Station Multiple Serving Lines Skirting of Serving Lines

Location of Serving Lines _____

Accessories: Goblets Dinner Plates Soup/Cereal Bowls

Flatware (plain) Flatware (Shell) Salad/Dessert Plates

Cups & Saucers Paper Products Condiments

Will use: Catering Kitchen Commercial Kitchen (range, oven, warmer)

Clean-up: Dishwasher Silverware Caddy Plate Caddy

Flatware (Shell) - hand dried Punch Cups & Plates (hand dried)

Training in Use of Equipment: Dishwasher Oven _____ _____

Maintenance Covers: Set-up Vacuuming Emptying Trash Mopping Cleaning Restrooms

Terms: Cash Budget Transfer (account _____)

Bill to:

Name _____

Address _____

City, State, Zip Code _____

Requested by _____

Home Phone _____ Work Phone _____

E-mail Address _____

Food Service Use Only

Approved _____ Date _____