

**FELLOWSHIP EVENTS TEAM
REQUEST FOR SERVICE CONTRACT**

1. Group or Individual ("requestor") requesting service:

2. Contact Person:

Phone #:

E-mail:

3. Name of Event:

4. Date of Event:¹

5. Time and duration of event:

6. Anticipated event attendance: (confirmed # required 3 days prior to event)

7. Menu Requests: (Please be specific; include all food and drink.)

8. Budget: (Either per head or per event amount)

¹ The space, including kitchen and serving location should be reserved thru the Church office prior to submission of this contract.

9. Tableware requested: (Circle appropriate choices)

Tablecloths: Y / N - If Yes, select your choice: White or Black

Napkins: Standard White
Color (cost will be charged to event) Color?

Dish service: China Paper

Cutlery choice: Stainless Plastic

Drinkware: Glass Plastic

Other requests:

10. Miscellaneous:

FET will provide:

- Menu planning (in conjunction with the requestor if desired)
- Special meal requests should be discussed with the team during menu planning and are subject to availability
- Food shopping and preparation

Requestor will provide:

- Decorations for venue and tables
- Resources for serving and clean up. (For safety reasons, please limit volunteers to those age 16 and higher)

Once the contract is received the FET will meet with the requestor to discuss the logistics of the event, include budget, menu and calculation of the number of volunteers that will be needed.

Signed by Event Requestor: _____ Date: _____

Return completed document via e-mail to both: Mona Daniels ([control click to email Mona](#)), and Lisa Lehnus ([control click to email Lisa](#)) or a paper copy to Renae Parra in the St. Luke's Office

We look forward to serving you!!