

9. Tableware requested: (Circle appropriate choices)

Tablecloths: Y / N - If Yes, select your choice: White or Black
Other colors or Plastic will need to come out of requestor's budget
There is a fee to wash the White or Black tablecloths (apx \$2 per cloth)

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 assisting with hanging black draperies to hide service station
- 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: office (at) stlukeshr.com and renae (at) stlukeshr.com or a paper copy to the St. Luke's Office

We look forward to serving you!!