

# KITCHEN MINISTRY MEAL REQUEST FORM



**Form Instructions:** Use this form to provide your food requests and food set up details for your event. This form must be completed by the Ministry Chairperson in full or it will be returned. It is used in conjunction with the event planning form if Kitchen services are requested. It is also used for church-wide or executive office events that require kitchen ministry services. The Kitchen ministry services are not used for private events. Please review with your Director before submitting to the Church Administrator. Once the event is approved, the Church Administrator will forward the form to the Kitchen ministry chair, who will reach out to the ministry chair or administrator within 7 business days of the event approval date. The Event Ministry Chair is responsible for coordinating efforts with the Kitchen Ministry Chair from that point forward. Reminder: Include or forward roster of participants and attach program agenda and any additional pertinent information.

Ministry Name			
Ministry Chair Person			
Ministry Chair Phone		Ministry Chair Email	
Director Name			

Event Approval Date	
Name of Event	

Proposed Event Day & Date		Event Start & End Time	
---------------------------	--	------------------------	--

<b>Attendees Expected</b>		
<b>Aware of any guest Allergies?</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No	If so, what?

<b>Meal Request Info.:</b> Type of Meal Service:	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Buffet	<input type="checkbox"/> Plates Served	<input type="checkbox"/> BBQ/Picnic
---	------------------------------------	---------------------------------	--	-------------------------------------

Meats	List Meat Choices
Vegetables	List Veggie Choices
Salads	List Salad Choices
Desserts	List Dessert Choices
Drinks	List Drink Choices
Other	List Other Choices Not listed

Facility utilized: (Please check all that apply)	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Family Life Center <input type="checkbox"/> Kitchen <input type="checkbox"/> Parking Lot <input type="checkbox"/> Executive Office
---	--

C. Administrator (Signature & Date) <i>Approved / Cleared on Church Calendar</i>	
---	--

<b>To be completed by Kitchen Ministry</b>	Budget Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Charges to Ministry: (\$)	
--	------------------	--	---------------------------	--

Expense Summary	Food Cost	\$	Supplies	\$	Total	\$
-----------------	-----------	----	----------	----	-------	----

Kitchen Staff Approval (Name, Signature and Date)			
--	--	--	--

*"Ye are the light of the world..." Matthew 5:14*