

Food Services Request

This two-sided form must be received by Food Services by noon, 10 days before the event. Please note that any use of the kitchen equipment requires a Church Food Services Employee. If you have any questions, please contact Margie Duval, Food Services Director, at (407) 644-3061, ext. 501.



First Baptist Church
WINTER PARK
 1021 N. New York Avenue • Winter Park, FL 32789
 (407) 644-3061 office • (407) 644-1078 fax • www.fbcwinterpark.org

Event _____
 Contact Person _____ Phone _____
 Number of People Expected: Adults _____ Children _____

Organization _____
 Event Date _____ Serving Time _____ AM PM
 Ministry Account Number _____

Meal Service

Buffet (Self-Serve) Buffet with Meat Server Banquet Servers (Please supply your own servers.)

Beverages

Includes sugars, creamers, etc.

Regular Coffee Ice Tea Water Other _____
 Decaf Coffee Pink Lemonade Bottled Water Ice Only (Please provide your own cooler.)

Paper Products

Please specify quantity. All paper products are in white unless noted. For more formal events china, linens, etc. are available for your use, see *Banquet Event Form*.

Plates _____ 6" Small Foam Plate
 _____ 9" Large Foam Plate
 _____ 9" Foam Plate (3 Compartments)
 _____ Foam Plate (5 Compartments, Beige)

Cups _____ 5 oz. Juice Cup
 _____ 8 oz. Small Foam Cup
 _____ 12 oz. Large Foam Cup

Bowls _____ 4 oz. Small Foam Bowl
 _____ 10 oz. Large Foam Bowl

Utensils _____ Plastic Forks
 _____ Plastic Knives
 _____ Plastic Spoons

Napkins _____ Small Reception Napkins
 _____ Luncheon Napkins
 _____ Dinner Napkins

Table Covers _____ Plastic Roll (300 ft.)
 _____ Plastic Individual Round

Food Menu

Please call Margie to set-up your food menu at least two weeks before date of event.

Desired Cost of Menu per Person \$ _____

Comments

Received

For Office Use Only

Received by Food Service Staff Member _____ Date _____

Order Change

Revised Canceled Changed By _____ Date _____