

DIVINE CHILD PANTRY SUPPLY REQUEST FORM - Revised 1/2020

PLEASE SUBMIT THIS REQUEST AT LEAST ONE WEEK PRIOR TO EVENT. THANK YOU!

<u>ITEMS AVAILABLE</u>	<u>AMOUNT NEEDED</u>
COFFEE URN IN KITCHEN 36 cups / 100 cups	_____
PITCHERS	_____
PUNCH BOWL (4 available)	_____
ROLL OF PLASTIC TABLECLOTH - WHITE	_____
84" ROUND PLASTIC TABLECLOTHS - WHITE	_____
BEVERAGE NAPKINS - WHITE	_____
DINNER NAPKINS - WHITE	_____
DINNER PLATES - WHITE	_____
DESSERT PLATES - WHITE	_____
SALAD / DESSERT BOWLS - WHITE	_____
PLASTIC UTENSILS - WHITE - forks spoons knives (please circle)	_____
COLD CUPS - 9 oz. 12 oz. (please circle)	_____
STYROFOAM COFFEE CUPS	_____
COFFEE (includes creamer, sugar, stirrers, sugar substitute)	Regular_____ Decaf _____
TEA (order an urn to boil water; includes creamer, etc.)	_____

If requesting use of the HS Kitchen, a \$50 damage deposit is required to be paid to the High School and will be refunded if facility is satisfactorily cleaned up.

PAID - Check No. _____ **Date** _____

Processed by: _____ **(HS Staff)**

Set-Up Date _____ **Facility** _____

Organization _____ **Contact** _____

Cell Phone No. w/ Area Code: _____