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| **General Information** |
| Event Name |       |
| Event Date |       | Event Time (from - to) |       |
| Event Location (to reserve space email office@alpharettapres.com) |       |
| Number of guests  |       | Set-up volunteers needed? | [ ]  Yes [ ]  No, I have volunteers |
| Budget for | Food/Drinks |       | Names of Set-up volunteers |       |
|  | Supplies |       |  |       |
| Decorations(committee responsibility) |       | Clean-up volunteers needed? | [ ]  Yes [ ]  No, I have volunteers |
|  |  | Names of Clean-up volunteers |       |
| Must Chef be present for event? | [ ]  Yes [ ]  No, I have volunteers |       |
| Supplies | Tablecloths:[ ]  white [ ]  black [ ]  none | [ ]  cloth napkins[ ]  silverware | [ ]  paper napkins[ ]  plastic utensils | [ ]  paper plates[ ]  disposable cups |
| Special requests: |       |
| Food |       |
| Desserts |       |
| Drinks(no alcoholic beverages) |       |

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| **Organizer** |
| First name |       | Last |       | Committee |       |
| Email |       | Mobile # |       |
| Signature and Date |       |
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Please send this form to the following email: office@alpharettapres.com.

The church office will forward the form to our Property Manager and Church Chef.

Our Church Chef will contact you for further details. Thank you.