|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | | | | |
| Event Name | | |  | | | | | |
| Event Date | | |  | | Event Time (from - to) | |  | |
| Event Location (to reserve space email [office@alpharettapres.com](mailto: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) | | |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organizer** | | | | | | | |
| First name |  | | Last |  | | Committee |  |
| Email |  | | | | | Mobile # |  |
| Signature and Date | |  | | | | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |

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.