

DIVINE CHILD PANTRY SUPPLY REQUEST FORM

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

<u>ITEMS AVAILABLE</u>	<u>AMOUNT NEEDED</u>
100-CUP COFFEE URN (4 available)	_____
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)	_____
HOT CUPS	_____
COFFEE (includes creamer, sugar, stirrers, sugar substitute)	Regular _____ Decaf _____
TEA (order urn to boil water; includes creamer, etc.)	_____

If requesting use of the HS Kitchen, a \$50 deposit is required to be paid to the High School.

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

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

Set-Up Date _____ **Set-Up** Time _____ Location _____

Organization _____ Contact _____

Phone No. w/ Area Code: Cell _____ Home _____