

SPECIAL EVENTS PLANNING SHEET

Name of Event _____

Date of Event: _____

Number of Guests: _____

Contact Name: _____

Type of Event: _____

Time of Event: _____

Phone Number: _____

E-mail Address: _____

Location of Event _____

Service Type

China

China, Silverware, Tablecloths

Paper

Paper plates, Plastic Flatware

Food / Beverages Needed

Catered

Church Supplied

Catered

Church Supplied

Catered

Church Supplied

Catered

Church Supplied

Catered

Church Supplied

Catered

Church Supplied

Catered

Church Supplied

Menu Items Supplied by Volunteers

Catered By: _____

(fill in, if any of the "Catered" boxes above are checked)

Placemats

White

Purple

Red

Yellow

Light Blue

Light Green

Navy Blue

Dark Green