



# EBENEZER AME CHURCH

## HOSPITALITY SERVICE REQUEST FORM

**Form must be submitted according to the following deadlines:**  
*(A separate form must be completed for each request)*

- |  |   |   |
|--|---|---|
| • 8 week in advance -<br>Calendared Events | • 2 weeks in advance -<br>Non Calendared Events | • 3 days in advance - unexpected<br>events (funerals, repast) |
|--|---|---|

### EVENT DETAILS:

Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM  
Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ AM PM  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Is this a Recurring Event?  Yes  No (If yes, frequency:) \_\_\_\_\_

### LOCATION OF EVENT:

- Fellowship Hall  Sanctuary  Conference Room  
 Other (specify) \_\_\_\_\_

Additional Information on Setup:

Attendance: # Adults: \_\_\_\_\_ # Children (10 and under): \_\_\_\_\_

### MENU REQUEST:

Need Assistance with Menu?  
Yes NO

Need Assistance with Décor?  
Yes NO

Will Decor be provided  
Yes NO

#### Meal Request

- Continental Breakfast  
 Breakfast  
 Brunch  
 Deli Lunch  
 Hot Lunch  
 Dinner  
 Snacks  
 Other \_\_\_\_\_

#### Beverage

- Coffee  
 Hot Tea  
 Sweet Tea  
 Lemonade  
 EAMEC punch  
 Water

#### Service Type

- Buffet  
 Seated/Served (maximum 30)  
 Butler Style

Special Dietary Needs (please specify): \_\_\_\_\_

E-mail all request to [ebenezerchurch1@bellsouth.net](mailto:ebenezerchurch1@bellsouth.net)

#### Catering Options:

- Ebenezer's Dining & Catering Services  
 Outside Cater (Non-Ebenezer Church Staff)  
 Outside Food from store