

Date: _____

Form filled out by: _____

EVENT FORM

Event Name: _____

Date of Event: _____ Time: _____

Purpose: _____

Who can attend? _____



Will you have food? YES NO

If yes, what food? _____

How many of each item will you need off of this list?

Plates _____ Dessert Plates _____ Napkins _____ Bowls _____

Cups _____ Spoons _____ Forks _____ Knives _____

Paper towel Rolls: _____ Garbage bags: _____ Other: _____

Tablecloths - Round: _____ Rectangle: _____



Where will this event be held? _____

What is the budget for this event? _____

How many volunteers will you need? _____

Will you need transportation? YES NO

If so, Who is driving? _____

Any Additional Information: _____

Please fill out this form and return to Tammy or Lauren. You can also email Tammy your info at tabrae1964@gmail.com or text it to her at 205-531-4311. We must have this form at least one week prior to the event. Thank you!