

HPC Kitchen Inventory Form

****Please complete this form and turn it in to the church office 2 weeks prior to your event****

Event Name: _____ Contact Name: _____

Event Date: _____ Contact Number: _____

Location: _____

Has the room setup form* been completed and turned in to the office? Yes _____ No _____

***NOTE: The room setup form must be completed so that facilities can set up the tables/chairs.**

Please check the items below that are required for your event and enter the approximate number needed. This will ensure that there is inventory available when your event takes place.

Dinnerware/Tables

Item*	Approx. # Needed	Additional Notes
Sturdy Dinner Plates		
Bowls		
Dessert Plates		
Cups		
Foam Cup (Hot and Cold)		
12 oz. Clear Plastic Cold Cup		
16 oz. Clear Plastic Cold Cup		
Plastic Tablecloths – rectangle		
Plastic Tablecloths – round		
Plastic Utensils (spoons, knives, forks)		
Napkins		
Foil Pans – standard size		
Foil Pans – smaller size		
Centerpieces (Specify style)		

Please note any additional comments or descriptions under "Additional Notes" above.

Condiments

Item	Approx. # Needed	Item	Approx. # Needed
Creamer		Coffee (reg & decaf)	
Coffee stirrers		Coffee filters	
Salt/Pepper shakers		Sugar/sweetener packets	
Individual butter packets		Condiment cups with lids	
Tea bags		Leftover containers	
Salad dressing(s)		Lemonade/iced tea	
Gloves for serving		Dishwashing soap	

Additional information (including any special requests)