

Our Lady of Victory

REQUEST FORM: Room & Supplies for OLV Ministries

This form must fill out completely and turned in 3 weeks before the event.

Date(s) of Event: _____

Name of Event: _____

Group Name: _____

Contact Name: _____

Phone #: _____ E-mail address: _____

I _____ have checked the Parish Google Calendar; date/s, time/s & location are available.
Name

Set Up Time

Start Time

End Time

Room Location Request

Lay Out of Room

Comments _____

Supplies Requested: _____ *If supplies are requested for your event, please fill out next page.*

I _____ am submitting a completed request at least 3 weeks before the event.
Name

Submit: ParishOffice@olvols.org or in person to the Parish Office (M-F 9am-2pm).

Parish Office Use

Date Received: _____

Received By: _____

Request Approved Date: _____

Request Denied (Reason) Date: _____

SUPPLY REQUEST

ITEM

HOW MANY

<u>REAL CHINA</u> TABLEWARE AND SILVERWARE (NON-DISPOSABLE)	
PLATES/DINNER SIZE	
PLATES/DESSERT, SALAD SIZE	
KNIVES, FORKS AND SPOONS	
<u>DISPOSABLE</u> TABLEWARE AND SILVERWARE	
STYROFOAM PLATES/DINNER SIZE	
STYROFOAM PLATES/DESSERT, SALAD SIZE	
PLASTIC KNIVES, FORKS & SPOONS	
HOT CUPS	
COLD CUPS	
SOUP CUPS/BOWLS	
NAPKINS	

SERVING SPOONS	
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COFFEE	
TEA	
SUGAR	
CREAM PITCHER	
SALT/PEPPER	

OTHER: PLEASE LIST BELOW