

Today's Date: \_\_\_\_\_  
Event Date: \_\_\_\_\_

**FIRST PRESBYTERIAN**  
C H U R C H

Event Name: \_\_\_\_\_  
# of People Attending: \_\_\_\_\_

**Food Service Ministry Invoice**

Submitted By: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Please CHECK  all that apply:**

- Master Calendar Date Confirmed
- Facilities Usage Form Completed, Submitted, and Approved

**Use of Kitchen**

*For Food Prep Only*

- Ovens/Stoves  Pots/Pans
- NO* Deep Fryer Use
- \*Dishes/Flatware  Dishwasher

*All kitchen items MUST be cleaned/washed/stored properly*

**Food Service Meal Selections/Supplies Prepared/Provided by Food Service Ministry:**

- Buffet Line
- Breakfast
- Box Meal [sandwich, chips, drink]
- Full-service Meal
- Coffee Break Delivered
- Support Supplies: Paper Plates/Cups/Napkins/Bowls, etc. [\*sub for Dishes/Flatware]
- Reception
- Coffee Break Picked-up
- Other [please explain]: \_\_\_\_\_

**Meal Menu Selection** [one meat, vegetables, potatoes or rice, bread, beverages, desserts]:

**Pls. Check your choice for Meat** - choose one: \_\_\_ Baked Chicken \_\_\_ Chicken Fingers \_\_\_ Pork Roast  
\_\_\_ Chicken Fried Steak \_\_\_ Prime Rib \_\_\_ Tilapia \_\_\_ Salmon \_\_\_ Casserole-Chicken Divine

**Please check your choice for Vegetables:** \_\_\_ Green Beans \_\_\_ Corn \_\_\_ Breaded Okra  
\_\_\_ Mixed Green Salad \_\_\_ Sliced Tomatoes \_\_\_ Mixed Vegetables **Check one:** \_\_\_ Potatoes or \_\_\_ Rice

**Please check your choice for Desserts** - choose one: \_\_\_ Assorted Cakes \_\_\_ Assorted Pies

- Reception-pls. check your choices:** \_\_\_ Assorted Quarter Sandwiches \_\_\_ Assorted Mini-quiche  
\_\_\_ Meat Balls/Sauce \_\_\_ Cheese Straws \_\_\_ Veggie Tray/Dip \_\_\_ Chicken Wings/Drumettes  
\_\_\_ Assorted Cheeses/Crackers \_\_\_ Assorted Deli Meats/Breads \_\_\_ Assorted Fruit Tray  
\_\_\_ Assorted Fruit Tarts \_\_\_ Assorted Cookies \_\_\_ Sherbert Punch

**Please Check your choices:**

- Breakfast** - \_\_\_ Breakfast Casserole \_\_\_ Pastries \_\_\_ Breakfast Bars \_\_\_ Assorted Mini-quiche
- Box Meal**— \_\_\_ Turkey \_\_\_ Chicken Salad \_\_\_ Pimento Cheese \_\_\_ Roast Beef \_\_\_ [Assorted Cookies]
- Beverages** - \_\_\_ Sweet Tea \_\_\_ Unsweet Tea \_\_\_ Lemonade \_\_\_ Bottled Water \_\_\_ O Juice \_\_\_ Coffee
- Coffee Break** - \_\_\_ Coffee \_\_\_ Decf Coffee \_\_\_ Cream Packs \_\_\_ Assorted Pastries \_\_\_ Breakfast Bars

**Admin Only:** \_\_\_ Payment in full is expected -OR- \_\_\_ Completed Financial Transaction Form is attached

**Meal Menu:** per unit OR per person cost = \$ \_\_\_\_\_ X \_\_\_\_\_ # of units OR people = \$ \_\_\_\_\_

**Beverages:** per unit OR per person = \$ \_\_\_\_\_ X \_\_\_\_\_ # of units OR people = \$ \_\_\_\_\_

**Reception:** per person cost = \$ \_\_\_\_\_ X \_\_\_\_\_ # of people = \$ \_\_\_\_\_

**Coffee Break:** per person cost = \$ \_\_\_\_\_ X \_\_\_\_\_ # of people = \$ \_\_\_\_\_

**Support Supplies:** \_\_\_ Traditional Dinnerware \_\_\_ Paper Goods/Plastic X \_\_\_\_\_ = \$ \_\_\_\_\_

**Support Prep/Clean-up/Re-set Labor this event:** ..... = \$ \_\_\_\_\_

AD: \_\_\_ EHalik \_\_\_ MBarbour \_\_\_ AWorkman ACCT #: \_\_\_\_\_ TOTAL this EVENT: \$ \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_