

# Event Detail Planning Sheet

Event Name:		Event Date:	
Event Hours:		Event Location:	
Church Event Coordinator:	Coordinator's Phone:	Coordinator's Email:	
Estimated attendance:		Food Setup Time:	
Hospitality Expectations:			
Caterer:		Caterer Phone Number:	
Budget:			
Requested Food:			
Requested Drinks/Coffee:			

Food Table Setup/Decorations/Tablecloths:

Special food platters/bowls requests:

Food Table Signage:

Add Break: YES or NO

Break Time:

Requested Snack Food/Drink:

Children's Snacks:

Location:

Estimated Number:

Supplies Needed:

Purchase Requirements: