



Kitchen Request Form

Name of
Ministry: _____

Contact: _____

Name of
Event: _____

Number of
Attendees: _____

Today's
Date: _____

Date of Event: _____

Start Time (including Prep-time):
AM/PM _____

End Time (including Clean-up time):
AM/PM _____

MATERIALS AND/OR SUPPLIES REQUIRED FROM THE CHURCH INVENTORY (I.E. flour, sugar, silverware, tablecloths)

MATERIALS AND/OR SUPPLIES NEEDED FOR MAINTENANCE (I.E. broom, mop, towels, dish soap)

EQUIPMENT NEEDED (I.E. coffeepot, dishwasher, blender, stove, oven, fryer)

CONDITION OF KITCHEN UPON ARRIVAL

EXCELLENT GOOD FAIR POOR

(PLEASE CIRCLE ONE)

Please be specific if kitchen not in order

Signed By _____

Date _____

CONDITION OF KITCHEN POST EVENT

EXCELLENT GOOD FAIR POOR

(PLEASE CIRCLE ONE)

Condition of Kitchen

Signed By _____

Date _____

KITCHEN EVALUATION FORM

Please note if the following areas were cleaned after the event:

<i>ITEM</i>	<i>Yes</i>	<i>No</i>	<i>If "No", please provide specifics</i>
<i>Floor</i>			
<i>Stove</i>			
<i>Cabinets</i>			
<i>Refrigerator</i>			
<i>Sinks</i>			
<i>Equipment</i>			
<i>Other</i>			

Please note those supply items which may need replenishing!

<i>Supply Item</i>	<i>Amount Provided</i>	<i>Amount Used</i>	<i>Amount to Reorder</i>	<i>Date Ordered</i>
1.				/ /
2.				/ /
3.				/
4.				/ /
5.				/ /

Comments: _____
