

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	Specify color (tablecloths) or style (centerpieces)
	Sturdy Dinner Plates		n/a
	Bowls		n/a
	Dessert Plates		n/a
	Cups		n/a
	Tablecloths – rectangle		
	Tablecloths – round		
	Utensils		n/a
	Napkins		n/a
	Foil Pans – standard size		n/a
	Foil Pans – smaller size		n/a
	Centerpieces		

Condiments

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

**Additional information
(including any special requests)**

After-event Kitchen Clean-up Checklist

- | | | |
|------------------------------------|--|------------------------------|
| _____ Wash dishes | _____ Clean or sweep floor of any spills | _____ Turn off coffee pot |
| _____ Put dishes and utensils away | _____ Empty trash | _____ Toss coffee and filter |
| _____ Put away tables/chairs | _____ Wipe down counters | _____ Unplug food warmer |
| _____ Clean sink | _____ Take home, wash & return dish towels | _____ Turn off lights |