

Special Events Hospitality

Today's Date	Event Date	Event Name	
Group sponsoring		Chairperson name & phone or email	
Start	End	Set-up	Clean up
Number attending	# Round tables	# Long table	Table cloths yes / no Cloth napkins yes / no
Buffet table decoration Yes / No	Guest table decorations Yes / No	Other decorations	
Call Bakers yes / no	Bakers detail		
Food detail			
Volunteers phone		Set up time	Clean up time

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Plates	Plastic ware	Napkins	Coffee Cups	Cold drink cups		
Coffee Carafes	Hot water	Stirrers	Tea bags	Cream/sugar		
Pop	Water pitcher					
Notes						