

**West Conroe Baptist Church**  
**EVENT SUPPLIES REQUEST FORM**

*INSTRUCTIONS: Please complete **two (2) weeks** prior to the event. Return to Cindy Sanders, church receptionist. Should you have questions about supplies please call Mary Ellen Johnson at 979-777-0189.*

**Request Date:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_ **# Attending:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**BASIC ITEMS**

**NOTE: WCBC stocks basic white Styrofoam and white plastic products** for your event. Please indicate the number of items needed in the chart below.

<i>Items</i>	<i>Quantity</i>	<i>Items</i>	<i>Quantity</i>
6" Saucers		Utensil Set	
9" Plates		Knives only	
12 oz. Bowls		Forks only	
8 oz. Cups		Spoons only	
16 oz. Cups		Napkins	

**COLORED TABLE CLOTHS**

**NOTE: WCBC has COLORED TABLE CLOTHS** and available for events that require table covering in the Garden Room.

**SPECIAL INSTRUCTIONS FOR COLORED TABLE CLOTHS:** It is the responsibility of the group hosting the event to place table covers on tables, remove, fold any clean covers, and return to proper storage area.

**PLACE ALL DIRTY** table cloths that need to be cleaned in the basket provided.

Please Indicate the type of table cover requested and how many needed.

<b>ROUND 90"</b>	<b>QTY. NEEDED</b>	<b>RECTANGULAR 8'</b>	<b>QTY. NEEDED</b>
Royal Blue		Royal Blue	
Red		Red	
Maroon		Maroon	
Teal Green		Teal Green	
Black		Black	

**NOTE: SEE REVERSE SIDE FOR SPECIAL ITEMS**  
**WHITE TABLE CLOTHS, CLEAR PLASTIC ITEMS, DRINKS**