

# General Supply Request Form

<b>Org:</b>		<b>Event:</b>	
<b>Contact Name:</b>		<b>Participant #:</b>	
<b>Event Location:</b>	<b>Date:</b>	<b>Time:</b>	
<b>Name of person completing the form:</b>		<b>Date form received:</b>	
<b>Common Supplies</b>		<b># Needed</b>	
Bowls – Styrofoam			
Cups – coffee Styrofoam			
Cups – plastic drinking (12 oz)			
Plates – Dessert			
Plates – Dinner			
Utensils – plastic			
Napkins			
Plastic Gloves for Serving Food			
Table coverings (rolls of tablecloth)			
Coffee – both regular and decaf			
Sugar, sweetener, creamer			
Salt and pepper			
Trash Bags			

Turn the General Supply Request Form in to Julie Spinner via email at [jspinner@holyspiritstl.org](mailto:jspinner@holyspiritstl.org) or bring it to the Parish Office.

**FORMS NEED TO BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE OF EVENT.**

Updated 6/26/23