

**ST. MAXIMILIAN KOLBE**  
**Hospitality Committee**  
**Request Form**

Requests must be submitted to Hospitality Chair - Kathy Turner at [kakturner@verizon.net](mailto:kakturner@verizon.net)  
no less than 2 weeks prior to event.

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Today's Date: \_\_\_\_\_ Request submitted by: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ # People Expected \_\_\_\_\_

Event Contact Person: \_\_\_\_\_  
Name - Cell Phone # - e-mail address

Event Location: \_\_\_\_\_  
Name and Address or Room #

Food setup leader: \_\_\_\_\_

Food Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beverage –Use the kitchen pitchers and fill with ice and water. Coffee can be made.

\_\_\_\_\_

Additional Notes/Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Note:**

1. Requests must be submitted to Hospitality Chair (Kathy Turner at [kakturner@verizon.net](mailto:kakturner@verizon.net)) no less than 2 weeks prior to event.
2. The Hospitality Committee will supply food only.
3. Event Committee must provide their own set up and clean up.
4. Dishes/utensils/paper products provided by Event Committee or ministry, unless otherwise agreed upon.