

REQUEST FOR HARVEST GUILD SERVICES

PLEASE NOTE: A MINIMUM OF THREE (3) WEEKS NOTICE BEFORE THE EVENT IS REQUIRED WHEN REQUESTING HARVEST GUILD'S ASSISTANCE.

Date: _____

I, _____, am a representative of the _____ Ministry.

We are requesting the assistance of the Harvest Guild in a function we are giving on _____ at _____.

(DATE)

(TIME & PLACE)

The estimated number of those in attendance is approximately _____.

Harvest Guild's assistance would consist of (Choose from list below):

_____ Menu Planning/Ideas

_____ Set-up Fellowship Hall

_____ Food Service

_____ Food Shopping

_____ Food Preparation

_____ Other (Please specify)

Please place the completed request form in Harvest Guild's mailbox. You will get a response within five (5) days from the date of your request.

_____ Approved

_____ Disapproved

_____ Harvest Guild Representative