

# SJAC Event Request Form

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Event Date & Day: \_\_\_\_\_

Name : \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Purpose: \_\_\_\_\_

Requested Room(s): \_\_\_\_\_ Number of Guests: \_\_\_\_\_

**Event Timing:**

Set-Up Time: \_\_\_\_\_ Guest Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Additional Prep Dates/Times: \_\_\_\_\_

**Catering Type (check one)**

Catered Event: All catered events must use SJAC approved caterer

Self-Catered: Offsite Food Prep (Drop Off) Provider: \_\_\_\_\_

Self-Catered: On-site Food Prep (Organization Prepares Food)

Food Prepared by: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Service Style**

Service Type:  Plated  Family Style  Buffet

Hors d'oeuvres:  Served  Family Style  Station

Tea (Tier 1 or Tier 2) Room Fee: \_\_\_\_\_  Tier 3 \_\_\_\_\_

**Alcohol Service**

Yes (Beer, Wine and/or Liquor: (Confirm package with SJAC Event Manager))  No

**All events providing alcoholic beverages must have a Michigan certified bartender (such as TIPS - Training for Intervention Procedures or ServSafe Alcohol) at each bar at all times.**

**For Church Organizations Providing Their Own Bartenders/Servers: All self-provided staff must be coordinated through and approved by the SJAC Event Manager. At least one person must be a Michigan certified bartender (e.g., TIPS or ServSafe Alcohol) present at each bar at all times. Copies of these valid certifications must be submitted to the Administrator's office for approval no later than 14 calendar days prior to the event.**

**Church Organization Self-Provided Bartender(s) and/or Server(s) Name(s):** \_\_\_\_\_

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*SJAC Event Manager orders, controls and distributes all alcohol requests. No Exceptions.  
Under no circumstances may alcohol be brought onto or removed from the SJAC premises.*

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## Supplies/Services Needed

- Standard Tablecloths:  Black  White  Ivory  Other (upcharge) \_\_\_\_\_
- Flatware  China  Glassware  Other \_\_\_\_\_
- Chafing Dishes  Platters  Coffee  Serving Utensils
- Dishwasher  Servers  Bartenders

## Event Clean-Up (Self-Catered):

Person responsible for Kitchen clean up: \_\_\_\_\_ Phone \_\_\_\_\_

Person responsible for Room clean up: \_\_\_\_\_ Phone \_\_\_\_\_

**For staffing requirements, such as servers, bartenders and/or dishwashers, contact SJAC Event Manager.**

**Special Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Requested event date is not secured without SJAC Event Manager approval.*

**SJAC Event Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Upon completion of this form, please download to save and send as an attachment to both:*

**SJAC Event Manager:** [events@sjachurch.org](mailto:events@sjachurch.org)

**Parish Administrator:** [admin@sjachurch.org](mailto:admin@sjachurch.org)