**NHLV HOSPITALITY MINISTRY REQUEST**

*Please turn in at least two weeks in advance of requested date.*

**Ministry Requesting Hospitality Assistance:**  **Date of Event:**

**Purpose of Event:**

**Facilities Request Form Approved**: **Date Facilities Request Approved:**

Yes or No

**Ministry Goal ($):**

**Point of Contact Person: Name, Phone #, Email**

**Item(s) Prepared/Served:**

**Assistance Needed (Logistics):**

**Ministry Budgeting Tool**

|  |  |
| --- | --- |
| ***Estimated*** | ***Actual*** |
| Cost per plate ***$0.00***X # Sold ***\_\_\_*** = ***$000.00*** Gross Sales | Cost per plate ***$0.00***X # Sold ***\_\_\_*** = ***$000.00*** Gross Sales |
| Gross Sales ***$000.00*** – Expenses ***$000.00***  ***$000.00*** Net Profit | Gross Sales ***$000.00*** – Expenses ***$000.00***  ***$000.00*** Net Profit |

***HOSPITALITY USE ONLY:***

**Hospitality to supply the following: Supplies/Equipment. List & include recovery cost.**

**Hospitality Volunteers Assigned to Help Ministry if required**

**Approved By: Date Approved:**

**NHLV HOSPITALITY MINISTRY REQUEST**

EXAMPLE

*Please turn in at least two weeks in advance of requested date.*

5/25/2000

Women’s Ministry

**Ministry Requesting Hospitality Assistance:**  **Date of Event:**

**Purpose of Event:**

Fundraiser to sponsor 5 women so that they can attend Essential Conference in Colorado.

**Facilities Request Form Approved**: **Date Facilities Request Approved:**

Yes

5/1/2000

**Ministry Goal ($):**

700.00

**Point of Contact Person: Name, Church Ministry Title, Phone #, Email**

Pamela Velasquez, Women’s Director, 702-487-3077, newhopelv@aol.com

**Item(s) Prepared/Served:**

Spaghetti Lunch- macaroni salad- rice-garlic bread- green salad- soda & water

**Assistance Needed (Logistics):**

5 tables for seating, 20 chairs. Electrical outlet to plug in rice cooker. Racks for pans to keep food warm.

I will need help setting up and breaking down. Also may I have 2 volunteers to assist in serving?

**Ministry Budgeting Tool**

|  |  |
| --- | --- |
| ***Estimated*** | ***Actual*** |
| Cost per plate ***$5.00*** X # Sold ***160*** = ***$800.00*** Gross Sales | Cost per plate ***$6.00***X # Sold ***140*** = ***$840.00*** Gross Sales |
| Gross Sales ***$800.00***– Expenses ***$100.00***  ***$700.00*** Net Profit | Gross Sales ***$840.00*** – Expenses ***$130.00***  ***$710.00*** Net Profit |

***HOSPITALITY USE ONLY:***

**Hospitality to supply the following: Supplies/Equipment. List & include recovery cost:**

Racks for warming food, pans, sterno for chaffing racks

$30.00 for recovery cost

**Hospitality Volunteers Assigned to Help Ministry if required:**

Jessica, Rebecca, Marie

**Approved By: Date Approved:**

Myra Rabanal – 5/3/2000