

Anniversary & Birthday Party Guidelines & Information Served by WELCA of East Side

Directors:

Donna Rieder 367-1445

Donna Murphy 331-0912

Check List before function is held

1. _____ **Check with the Church Secretary for open date for your function.**
No parties booked for the following Holidays:
New Years Day, Holy Week, Easter Weekend, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day Weekend, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve
2. _____ **Pay Fee for use of facility for setup and clean up** - Payment due week of function
\$50.00 Payable to East Side Lutheran Church for the use of facility no matter what kind of function.
3. _____ **Pay Fees below as follows when WELCA serves a function**

Birthdays 80 & up NO Charge for WELCA to serve
(*May make a donation to WELCA if desired*)
\$50.00 payable to East Side Lutheran for use of facility

Birthdays 79 & Younger \$50.00 payable to WELCA
\$50.00 payable to East Side Lutheran for use of facility

Anniversaries 50 and over NO Charge for WELCA to serve
(*May make a donation to WELCA if desired*)
\$50.00 payable to East Side Lutheran for use of facility

Anniversaries Under 49 years \$50.00 payable to WELCA
\$50.00 payable to East Side Lutheran for use of facility

Self contained functions (Family Reunion, Baptisms, Benefits, Bridal Showers, etc)
Planner or honoree must be a member of East Side Lutheran.
\$50.00 payable to East Side Lutheran for use of facility

Date Of Function _____ **Time** _____

Contact Person Name: _____ **Phone number** _____

Do you have a key to the church? Yes or No (Circle one)

_____ Contact one of the Directors when you have decided on a date and made your plans.

Checklist of things needed:

_____ How many Round Tables (22 available)-8 per table? _____ *without* tablecloth
_____ *with* white plastic lace tablecloth

_____ How many Long Tables for serving? _____ white lace tablecloth

_____ Guest book table _____ *with* white lace tablecloth
_____ *without*

_____ Punch bowl (you will need someone to serve)

_____ Punch table _____ *with* skirt

_____ Silver service for serving coffee at serving table
(*The planner will have to provide people to pour coffee at serving table*)

_____ Thermo coffee carafe for each table

_____ easels for displaying picture boards and mementos

_____ podium

_____ microphone

_____ VCR/DVD player

_____ piano

Will you have a program? _____ yes _____ no

Planner will provide all food ie., sandwiches, cake, salads, punch, coffee, cream and sugar.

Planner will provide all paper products for serving including plates, silverware, 2 sizes of napkins & decorations. Church coffee cups and glasses will be used.

Menu:

_____ Catered (if you choose to cater, WELCA will serve for 50th and over anniversaries and 80th and over birthdays)

_____ sandwiches—do we make?

_____ salads

_____ cake

_____ mints and nuts

_____ pickles

_____ chips

_____ punch

_____ coffee

Church provides all serving trays, mint and nut dishes, bowls and coffee servers.

Time you want to come into the church to decorate and bring food

Date: _____ **Time:** _____

NO BALLOONS FILLED WITH HELIUM!

NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED. Thank you.

**If you have questions, call Donna Rieder at 336-3597 (East Side Lutheran Church)
or Donna Murphy at 331-0912**