

# Anniversary & Birthday Party Guidelines & Information

## Served by WELCA of East Side

Directors:

Donna Rieder 367-1445

Sharon Fritz 582-6952

Check List before function is held

Fill out next two pages and return to:

*East Side Lutheran Church, Attn: Donna Rieder  
1300 E 10th St, Sioux Falls, SD 57103*

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 Week—this includes Christmas Day and Eve — and New Year's Eve

2. \_\_\_\_\_ **Pay Fee for use of facility for setup and clean up** - Payment due when function is booked.  
\$75.00 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**

**Honorees or Planners of all parties scheduled must be a member of East Side Lutheran Church**

<b>Birthdays 80 &amp; up</b>	NO Charge for WELCA to serve <i>(May make a donation to WELCA if desired)</i> \$75.00 payable to East Side Lutheran for use of facility
<b>Birthdays 79 &amp; Younger</b>	\$50.00 payable to WELCA \$75.00 payable to East Side Lutheran for use of facility
<b>Anniversaries 50 and over</b>	NO Charge for WELCA to serve <i>(May make a donation to WELCA if desired)</i> \$75.00 payable to East Side Lutheran for use of facility
<b>Anniversaries Under 49 years</b>	\$50.00 payable to WELCA \$75.00 payable to East Side Lutheran for use of facility

4. \_\_\_\_\_ **Self contained functions** (Family Reunions, Graduation Receptions, Baptisms, Benefits, Bridal Showers, etc)  
\$75.00 payable to East Side Lutheran for use of facility  
\$50.00 payable to WELCA (supervision of kitchen)

**Function Type:**

*(Check One)* \_\_\_\_\_ *Birthday* \_\_\_\_\_ *yrs old*  
\_\_\_\_\_ *Anniversary* \_\_\_\_\_ *yrs married*  
\_\_\_\_\_ *Self contained function:* \_\_\_\_\_  
*Supervisor from WELCA present*

Date of Function \_\_\_\_\_ Time \_\_\_\_\_ In honor of: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ 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
- \_\_\_\_\_ \$1.00 charge per 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
- \_\_\_\_\_ 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 as we are a catering only kitchen. All food hot or cold must be prepared off sight.

**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 (no RED 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**

**One hour before function allowed for decorating**

**One hour after function for cleanup**

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

NO BALLOONS FILLED WITH HELIUM!  
NO SMOKING AND NO ALCOHOLIC BEVERAGES ARE ALLOWED. Thank you.

If you have questions, call Donna Rieder at 336-3597 (East Side Lutheran Church)  
or Judy Nieman 978-0382