

Anniversary & Birthday Party Guidelines & Information

Served by WELCA of East Side

Directors:

Donna Rieder 367-1445

Judy Nieman 978-0382

Check List before function is held Fill out page 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 week of function
\$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

Birthdays 80 & up	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
Birthdays 79 & Younger	\$50.00 payable to WELCA \$75.00 payable to East Side Lutheran for use of facility
Anniversaries 50 and over	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
Anniversaries Under 49 years	\$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
\$25.00 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
- _____ 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.

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 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