



TABLE LINEN REQUEST FORM 2016-2017

Holy Family School **White and Black Linens** are available for different school events upon the approval of the Table Linen Chairperson.

Table linens are based on availability. We will place them in a bin and leave them near the shelves in the school office foyer within one week of your request. We will e-mail you when your order is ready. **PLEASE PICK THEM UP FROM SCHOOL AS SOON AS YOU GET YOUR EMAIL ORDER CONFIRMATION.**

If you would like to borrow linens please follow procedure below.

Table Linen Procedure:

- Fill out request chart below
- Submit form to Table Linen Chairperson: Barbara Wagner at: pbae@sbcglobal.net
- 5 day advance request
- Linens must be returned washed, steamed or Ironed
- Linens must be returned within 5-7 days after usage.
- Please send an email Table Lines Chairperson, Barbara Wagner as soon as you return the linens to school. Chairperson will return linens to storage area on the same day.

Name	Grade	School Event	Circle Item	Quantity	Date needed	Date returned
			Round			
			Rectangle			

Notes /
Comments: _____

Thank you !!