

TABLE LINEN REQUEST FORM 2018 - 2019

Table linens are based on availability for different events upon the approval of the Table Linen Chairperson.

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 email 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 the request chart below
- Submit form to Table Linen Chairperson Maria Nauber at: mariawilcher@mac.com
- 5 Day advance request
- Linens must be returned within 5-7 days after usage

LINENS MUST BE RETURNED WASHED, STEAMED OR IRONED

Please send an email to Table Linen Chairperson, Maria Nauber mariawilcher@mac.com as soon as you return the linens to school. Maria will return the linens to the storage area on the same day.

ITEM

☐ ROUND

☐ RECTANGLE

QUANTITY

COLOR

☐ WHITE

☐ WHITE

☐ BLACK

☐ BLACK

☐ GINGHAM

☐ GINGHAM

NAME

GRADE

EVENT(S)

DATE NEEDED

DATE RETURNED

ITEMS BELOW FILLED OUT BY TABLE LINEN CHAIRPERSON

Linen(s) actual return date _____

Linen(s) returned clean YES ☐ NO ☐

Linen(s) NOT Returned YES ☐

Linen(s) returned damaged YES ☐ NO ☐

NOTES/COMMENTS:

