

SHILOH BAPTIST CHURCH

INFORMATION PACKET

&

CHECKLIST



Rev. Dr. Danielle L. Brown, Senior Pastor

IMPORTANT INFORMATION

To secure an event on the Shiloh Baptist Church calendar, this form must be completed and submitted at least 8 weeks prior to the projected start date of the event. The following steps should be followed to ensure proper coordination and maximum success of the proposed event.

STEPS:

1. Submit Event Forms completed in entirety, **including the Projected Expenses sheet** (if applicable), to admin@shilohplainfield.org.
2. Once forms are submitted, you will receive a confirmation email.
3. Please allow at least 3 weeks for full approval.
4. Once the event is approved, you will receive this form signed by the Senior Pastor along with an email that entails next steps to help guide you in your event planning process.
5. All ministry events will be assigned a representative from the Finance Committee personnel and a representative from the Logistics Team as needed.

PLEASE NOTE:

- Your request is not approved until you receive an approved and signed copy of this form, along with written confirmation from the administrative team. Under no circumstances should the event be advertised prior to getting approval for the event.
- Final approval of any speaker(s) is at the discretion of the Senior Pastor.
- **All speaker invitations are extended from the Senior Pastor. Please include your recommendations on the form if applicable, however these invitations are at the discretion of the Senior Pastor. Please do not contact guest speakers or guest artist, they will be contacted by the office of the Senior Pastor.**
- No reimbursements will be given for expenses that are not pre-approved. Our finance team will work to ensure you have necessary funds in advance.
- **Under no circumstances are ministry leaders or volunteers authorized to enter into contracts with outside vendors on behalf of Shiloh Baptist Church. Once this form is completed and approved our church officers will review and sign any necessary contracts.**
- All Shiloh ministry events taking place do require advertisement to the entire church and all social media platforms.
- **Set up and Break Down of tables and chairs will be done by the Shiloh maintenance team unless otherwise noted. It is your responsibility to set up and clean up decorations and bag all trash.**
- **After the event has been approved, current copies of the Caterer's business license and liability insurance certificate must be emailed to admin@shilohplainfield.org within one week of approval.**

CONTACTS:

Director of Ministry Operation, Rev. Bianca Allen: admin@shilohplainfield.org | 908-754-3353 ext. 119

Office Manager, Sister Marleen Powell: officeassistant@shilohplainfield.org | 908-754-3353 ext. 100

CHURCH OFFICE OPERATION HOURS:

Sunday: 8-2pm | Monday – Thursday: 9-5pm

Kitchen Use Guidelines & Checklist

A Culinary Arts Staff Person _____

has been assigned to you to assist with your event as follows:

- Turning on/off gas & exhaust fan for using stove and ovens (warming items only) and dishwasher
- Ensure that food is handled safely & properly
- Ensure that the attached Kitchen Use Guidelines are followed
- Turning off lights
- Locking the Kitchen

The role of the Culinary Arts Staff person is to OVERSEE the processes and provide directions for the set-up, serving and clean-up of your event. Your utilization of the SBC Kitchen is a privilege! It is expected that you will follow through on every applicable item on the attached check list for Shiloh to maintain the Department of Health Food Safety Code Standards. Failure to meet the stated requirements will result in failure to use the facility for future events.

KITCHEN USE CHECKLIST

****PLEASE BRING THIS FORM WITH YOU TO THE EVENT****

DATE: _____

MINISTRY: _____

EVENT CHAIRPERSON: _____

PRIOR TO EVENT:

1. _____ Bring ALL of Your Own Food, Condiments, & Edible Products for your event
2. _____ Bring Your Dish Detergent (dishwasher detergent & sanitizer supplied)
3. _____ Bring Your Clean Dish Cloths & Dish Towels
4. _____ Bring Your Tablecloths, Paper Products (Large & Small Plates, Cups, Bowls), Plastic Ware, Foil, Take Home Containers and Decorations
5. _____ Bring 10 Large Foil Water Pans, 20 Extra Foil Half Pans and 20 Sternos
(more or less may be needed depending on the individual number of food items that will be served)

AFTER EVENT:

1. _____ Remove all Tablecloths and Centerpieces
2. _____ Food – Discard or Take Home All Leftover or Unused Food from Kitchen
3. _____ Wash, Dry & Put Away All Kitchen Utensils, Pots, Pans in designated locations
4. _____ Refrigerator – Discard or Take Home All Food Items You Stored in the Refrigerator
5. _____ Refrigerator – Wipe Up Spills on Racks & Floor
6. _____ Counters & Carts – WIPE OFF, Clean & Sanitize
7. _____ Stove Surface Wipe Off & Clean
8. _____ Steam Table Wipe Out - Clean Each Section and Under Table
9. _____ Microwave – Wipe Out – Clean Surface
10. _____ Sinks – Wipe Out, Clean All Sinks & Sanitize
11. _____ Kitchen Floor – Pick Up Rubber Mats and Sweep Entire Floor – replace mats
12. _____ Kitchen Floor – Contact Maintenance Staff to Mop Clean any Major Spills on the Floor
13. _____ Garbage – Put in Disposal Bags & Close – Place in Garbage Units on 5th Street or if too heavy request assistance from Maintenance staff
14. _____ Boxes (broken down), Recycle Bottles, Plastics, and Cans should be Put in Units Outside the Side-door Entrance to the Kitchen
15. _____ Replace any borrowed items (vases, racks, utensils etc.)
16. _____ Report any accidents – Fill in accident form
17. _____ OTHER: Please Report any Issues, Concerns, Mishaps
