

Steps to Organize a Woodway Event for Bible Study Classes:

I. Contact your Bible Study representative to coordinate dates, times, rooms (on campus) and set up

Single Source	Lynn Roberts	713-465-3408 ext. 1432
Single Plus	Monica Leija	713-465-3408 ext. 1562
Married Life (20's and 30's)	Abigail White	713-465-3408 ext. 1508
Married II., III, IV, V (40's plus) and Select Classes	Susan Reynolds	713-465-3408 ext. 1506
Single Life (College - 34)	John Card	713-465-3408 ext. 1486

Your representative will make sure that you are on the church calendar, schedule a room for you and take care of any set up requests you may have (tables, chairs, podiums, microphones, C.D. players, stage, etc.)

II. If food is involved and you would like Second Baptist Food Services to cater your event contact Bethany Hardcastle at 713-365-2324 or e-mail at bhardcastle@second.org (would prefer at least a month notice - minimum of 2 weeks notice). We are available on a “first come, first served basis”, so it is a good idea to contact us when you book your room, so we can put it on our calendar. Menus do not have to be finalized at that time. Do not assume that if you book a room at the church that we are able to cater it.

***Please note: Parties with less than 50 people are subject to extra labor and set up fees**

1. Tell Bethany the date, room location and estimated number of people attending.
2. Choose menu and finalize details (china, linens, paper goods, decorations, etc.) Catering menus are available on line at www.second.org/janesgrill.
3. Will determine a deadline when a final head count needs to be called in.
4. Will discuss guidelines and answer any other catering related questions.

III. If you choose to bring in your own food or use an outside caterer:

1. The caterer must provide all of their own equipment (chafing dishes, serving utensils, dishes, etc.)
2. The event coordinator is responsible for making sure that the area used is cleaned up properly.
3. If bringing in your own food you are expected to bring in your own supplies (paper goods, utensils, table cloths, etc.). If you wish to purchase these items from the Food Service department please contact your Bible study representative to coordinate through food services.
4. Tea and coffee can be purchased from the Food Service department for .75 per person. This includes all paper goods and condiments.