

EVENT WORK ORDER FORM

CAMPUS SUPPORT SERVICES

This form should be submitted to the office of CUSTODIAL SERVICES AND/OR EVENTS & RENTALS Department in Room 5127/G117 respectively.

Please submit all Work-Orders & Room Layout Diagrams within (5) working days prior your event.

Requested by: _____ Date Submitted: _____ Date Required: _____
Authorized by (Dept. Head): _____ Department Room Number: _____ Campus/Address: _____
Phone: _____ Fax: _____ E-Mail: _____

Room # or Facility: _____ Title/Name of Event: _____
Set-up Starting Time: _____ Event Starting Time: _____ Event Finishing Time: _____

PLEASE CHECK ALL ITEMS REQUIRED FOR YOUR EVENT:

I. CUSTODIAL AND/OR EVENTS & RENTALS SUPPORT

- Do you need custodial staff on site to cover your event? Yes No
- Do you need chairs (folding) How many? _____ Yes No
- Do you need tables? Yes No
 - Rectangular Round Cocktail How many will you need? _____
- Do you need table cloths and table skirts? Yes No
 - Up to 15 - How many? _____
- Do you need trash cans? How many? _____ Yes No
- Do you need recycle bins? How many? _____ Yes No
- Do you need a podium? Acrylic Wood Yes No
- Do you need an Easel? How many? _____ Yes No
- Do you need the MDC Kendall Backdrop? Yes No
- Do you need a stage? How many pieces? _____ Yes No
- Do you need the floor of the gym covered for your event? Yes No
- Will you be using the bleachers and/or steps in the gym for your event? Yes No
- Are you going to have any of the following? : Yes No
 - Plants* Center Pieces Other Decorations*
 - Flowers* Balloons*

What is the name of the vendor delivering any of the above items? _____

At what time will they be delivering: _____ Pick up time after the event? _____

other: _____

*Please note: The department hosting the event is responsible for bringing their own plants, flowers, center pieces, balloons, and other decorations. The Events & Rentals Department will provide assistance with the set-up of these items.

II. PUBLIC SAFETY SUPPORT

- Do you need public safety staff on site to cover your event? Yes No
 - Do you need to reserve parking? If yes, how many spaces? : _____ Yes No
 - Are you requesting to have any doors open? : If yes, Room number: _____ At what time? : _____ Yes No
- Other: _____

III. MAINTENANCE SUPPORT

- Do you need maintenance staff on site to cover your event? Yes No
 - Electrician Plumber AC Technician
- Other: _____

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IV. MEDIA SERVICES & CAMPUS NETWORK SERVICES (CNS)

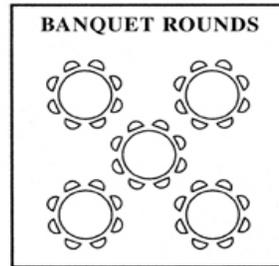
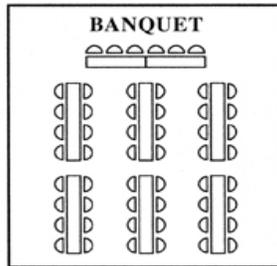
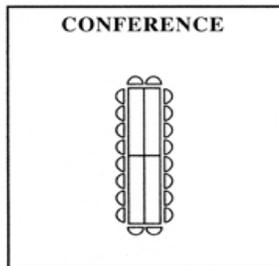
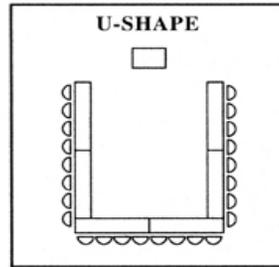
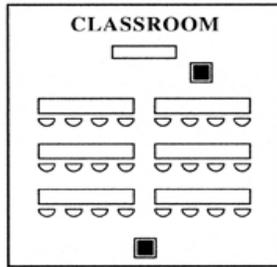
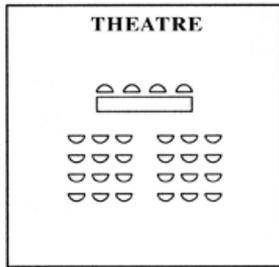
- If you require any of the following, please complete the forms at this link: <http://www.mdc.edu/kendall/mediaservices/onlineforms.asp>:
 - Graphics (digital or printed, including e-mail, flyers, posters, campus website, or Koffee shop kiosk)
 - Electronic billboard (104th street)
 - Photography
 - Video services (recording, editing, duplicating, or conferencing)
 - Special Event support (audio and video equipment, projection, computers, lighting)
 - Microphones
 - Media Cart
 - Projector
 - Screen

Campus Network Services (CNS): If you require any of the following, please complete the form at this link: http://www.mdc.edu/kendall/cns/forms_helpdesk.asp or you can contact the help desk at 72620

- Workstation
- Laptop
- Easel
- Network Access: Wired or Wireless Access

V. ROOM LAY-OUT OR DIAGRAM:

- Please select one or sketch your own layout in the space provided below:
 - Theatre Classroom U-Shape Conference Banquet Banquet Rounds



Sketch your own layout