EVENT WORK ORDER FORM
CAMPUS SUPPORT SERVICES

This form should be submitted to the **EVENTS & RENTALS Department / Room G-117**. **Please submit all work-orders & room layout diagrams no less than five (5) business days prior to event**. Requests for event reservations, set-ups, and changes with less than five (5) business days of anticipation **must be emailed to the Events & Rentals Manager at EventsandRentals@mdc.edu by the department head**. Please be aware that the Organization sponsoring the event is financially responsible and will be billed for all incurred program expenses, and overtime.

Date Received by Events & Rentals: ____/____/_____ Processing Employee's Initials: _____

☐ **See attached the Approved Reservation Form and Electronic Approval**

Name of Event: ☐

Requestor's Signature: _____

Print Name: ☐

PLEASE CHECK ALL ITEMS REQUIRED FOR YOUR EVENT:

I. EVENTS & RENTALS SUPPORT

- Do you need chairs (folding) How many? ☐ Yes ☐ No ☐
- Do you need tables with table clothes? Yes ☐ No ☐
  ☐ Rectangular # ☐ ☐ Round # ☐ ☐ Cocktail # ☐
- Do you have rented tables and table clothes that you need us to set-up? Yes ☐ No ☐
- Do you need a podium? ☐ Acrylic ☐ Wood (6120 and R Building Only) Yes ☐ No ☐
- Do you need the MDC Kendall Backdrop? Yes ☐ No ☐
- Do you need a stage? (4' x 8' Each Piece) If yes, how many pieces? ☐ Yes ☐ No ☐
- Do you need steps? Yes ☐ No ☐
- Do you need piping and draping? Yes ☐ No ☐
- If yes, state purpose of use and indicate location on the Room Layout sheet attached.
- Do you need the floor covered for your event? (Check yes if using the Gym) Yes ☐ No ☐
- Will you be using the bleachers and/or steps? (Only applies to Gym) 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? ☐
  Delivery Drop-off Time: ☐ Delivery Pickup Time? ☐ Notes/Comments: ☐

*PLEASE NOTE: The department hosting the event is responsible for bringing their own plants, flowers, center pieces, balloons, and other decorations. Also, please be aware that we do not provide ice or ice coolers.

II. VENDORS AND OUTSIDE ORGANIZATION

- Will you be having vendors or outside organizations at your event? Yes ☐ No ☐
  If so, please state their names on this form: ☐

III. PUBLIC SAFETY SUPPORT

- Do you need public safety staff on site to cover your event? If so, how many? (1 Per 100 People) ☐ Yes ☐ No ☐
- Do you need to reserve parking? If yes, how many spaces and indicate parking lot areas requested? Yes ☐ No ☐
  ☐

*PLEASE NOTE: Should you need a room open, please contact Public Safety at (305) 237 – 2100.

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IV. ROOM LAYOUT:

- **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

Events & Rentals Personnel Use ONLY:
☐Public Safety Request Attached ☐Last Minute Request ☐Incomplete Form/Lay-out Diagram
☐Approved
☐Change Form Requested
☐Change Form Request Approved

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You may request additional event support directly from the following departments:

I. CUSTODIAL SERVICES (Provide Receptacles, Custodians, and Relocation of Green Picnic Tables):

Work orders for custodial services must be processed using the **Custodial Services Work Order Form** and submitted to the **Custodial Services Department / Room G-115**. Please be advised that events with 100 participants or more require attendants, and events where food/beverages is served also require attendants. Events of 100 or more participants serving food/beverages will also require additional receptacles.

II. EASELS:

If you require an easel, please contact David Rubio at**: drubio@mdc.edu**

- The requesting department must provide their own flip-charts and markers for the easels.

III. MEDIA SERVICES & CAMPUS NETWORK SERVICES (CNS):

If you require any of the following, please complete the forms at this link:
https://mskendall.wufoo.com/forms/event-technology-support/

- 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
- Computer

If you require any of the following, please complete the forms at this link:
http://www.mdc.edu/kendall/cns/forms_helpdesk.asp or you can contact the Help Desk at 7-2620

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

PLEASE NOTE: The requests for Media Services and Campus Network Services must be submitted two (2) weeks in advance.

IV. CATERING SERVICES:

The Kendall Campus has a catering vendor on-site—**Chartwells Culinary Services**—that is able to accommodate your catering needs. Please contact **Mr. Chris Valdes, Manager** directly for all necessary arrangements **at 305-237-2119**.

V. Facilities Maintenance:

If your event requires any of the following, please complete the necessary **Maintenance Request Form** at this link: **https://www.mdc.edu/kendall/facilities/**

- Power and testing of electrical outlets available at event location
- Electrician during your event
- Plumber during your event