



# The Big Event Job Request Form

Job requests may also be submitted online at <http://www.mcneese.edu/bigevent>

For Office Use ONLY

Job #: \_\_\_\_\_

Zone #: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_

Preferred Telephone Number (\_\_\_\_) \_\_\_\_\_

Other Telephone Number: (\_\_\_\_) \_\_\_\_\_

## Job Description

Please indicate job(s) to be performed and describe specifically in the space provided below.

### Inside Jobs:

\_\_\_\_\_ Washing Windows: Number of windows \_\_\_\_\_

\_\_\_\_\_ Cleaning/Sweeping

\_\_\_\_\_ Painting

\_\_\_\_\_ Other: \_\_\_\_\_

\*Please submit Job Request Form **before Wednesday March 20, 2013**

**Cancellation Deadline**  
Friday, March 22, 2013

### Outside Jobs:

\_\_\_\_\_ Moving Dirt

\_\_\_\_\_ Raking Leaves

\_\_\_\_\_ Trimming Trees/Bushes

\_\_\_\_\_ Painting

\_\_\_\_\_ Other: \_\_\_\_\_

Please include a detailed description of the requested job:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am the owner of have obtained approval from the owner of the jobsite concerning the above requested improvement. I understand this is only a job request, and all job requests must be approved by The Big Event Committee. Upon approval, I will be contacted by The Big Event to schedule a meeting time for job approval.

X \_\_\_\_\_

Signature

\_\_\_\_\_

Date

\*Due to limited resources, we will only be able to accept the first 150 jobs submitted before March 20, 2013. Jobs are accepted on a first come, first-serve basis.

## Return Completed Job Request Forms to:

Student Government Association-Attn: Big Event, Box 92815, Lake Charles, LA 70609