



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 or 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