

SPECIAL EVENTS WORK ORDER/SET-UP REQUEST FORM NORTHFIELD CAMPUS

Introduction: This form is used to request special event related services (i.e., unique furniture layouts, etc. which have not been previously requested through EMS) and support from the Physical Plant Services Department.

The master schedule for all events held on the Northfield Campus is maintained on EMS which can be accessed through the school website. Your activity must be approved and reserved in advance of submitting this work order/set-up form to the PPS office through EMS. **The signature below indicates your activity/room has been reserved on EMS and is on the master schedule.**

Approval Signature _____

1. Name _____ Ext. _____

2. Date Submitted _____

3. Day of the Event M T W Th F Sa Su
(circle one or more days)

4. Date of Event _____

5. Room # / Location _____ (if auditorium, needs Performing Arts Coordinator approval before submittal to PPS)

6. Time (start) _____ a.m./p.m. (finish) _____ a.m./p.m.

7. Name of event (if applicable) _____

Checklist of Services Requested:

Unlock doors at _____ a.m./p.m.

Turn on lights

Special cleaning activities _____

Special heating/cooling requirements

Out of the ordinary electrical power requirements (contact Dave Conway ext. 1461 one week in advance)

Furniture set-up (**use reverse side to diagram furniture layout**)

Other _____

Retain a copy for your records prior to submittal to PPS Department