

**NORTHFIELD CAMPUS**

**SPECIAL EVENTS WORK ORDER/SET-UP REQUEST FORM**

**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.

1. Name \_\_\_\_\_ Ext. \_\_\_\_\_
2. Date Submitted \_\_\_\_\_
3. Day of the Event     M     T     W     Th     F     Sa     Su
4. Date of Event \_\_\_\_\_
5. Room # / Location \_\_\_\_\_ (if auditorium, needs Performing Arts Coordinator approval before submittal to PPS)
6. Time (start) \_\_\_\_\_     AM     PM    Time (finish) \_\_\_\_\_     AM     PM
7. Name of event (if applicable) \_\_\_\_\_

**Checklist of Services Requested:**

- Unlock doors at \_\_\_\_\_     AM     PM
- 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 (please submit diagram separately)
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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