**EVENT WORK ORDER FORM**

**CAMPUS SUPPORT SERVICES**

This form should be submitted to the office of CUSTODIAL SERVICES AND/OR EVENTS & RENTALS Department in Room 5127/G117 respectively.

Please submit all Work-Orders & Room Layout Diagrams within (5) working days prior your event.

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Date Submitted:</th>
<th>Date Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized by (Dept. Head):</td>
<td>Department Room Number:</td>
<td>Campus/Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
<td>E-Mail:</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Room # or Facility:</th>
<th>Title/Name of Event:</th>
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<tr>
<th>Set-up Starting Time:</th>
<th>Event Starting Time:</th>
<th>Event Finishing Time:</th>
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**PLEASE CHECK ALL ITEMS REQUIRED FOR YOUR EVENT:**

**I. CUSTODIAL AND/OR EVENTS & RENTALS SUPPORT**

- Do you need custodial staff on site to cover your event? [Yes] [No]
- Do you need chairs (folding) How many? [_____]
- Do you need tables? [Yes] [No]
  - Rectangular [ ] Round [ ] Cocktail [ ] How many will you need? [_____]
- Do you need table cloths and table skirts? [Yes] [No]
  - Up to 15 - How many? [_____]
- Do you need trash cans? How many? [______]
- Do you need recycle bins? How many? [______]
- Do you need a podium? [Acrylic] [Wood] [Yes] [No]
- Do you need an Easel? How many? [_____]
- Do you need the MDC Kendall Backdrop? [Yes] [No]
- Do you need a stage? How many pieces? [_____]
- Do you need the floor of the gym covered for your event? [Yes] [No]
- Will you be using the bleachers and/or steps in the gym for your event? [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?_________________________________________________________

At what time will they be delivering: ________________________ Pick up time after the event? ________________________________

Other: ________________________________________________________________________________________________________

*Please note: The department hosting the event is responsible for bringing their own plants, flowers, center pieces, balloons, and other decorations. The Events & Rentals Department will provide assistance with the set-up of these items.

**II. PUBLIC SAFETY SUPPORT**

- Do you need public safety staff on site to cover your event? [Yes] [No]
- Do you need to reserve parking? If yes, how many spaces? [______]
- Are you requesting to have any doors open? [Yes] [No]
  - If yes, Room number: [______] At what time? [______]

Other: ________________________________________________________________________________________________________

**III. MAINTENANCE SUPPORT**

- Do you need maintenance staff on site to cover your event? [Yes] [No]
  - Electrician [ ] Plumber [ ] AC Technician [ ]

Other: ________________________________________________________________________________________________________
EVENT WORK ORDER FORM
CAMPUS SUPPORT SERVICES

IV. MEDIA SERVICES & CAMPUS NETWORK SERVICES (CNS)

- If you require any of the following, please complete the forms at this link:
  http://www.mdc.edu/kendall/mediaservices/onlineforms.asp:

  o Graphics (digital or printed, including e-mail, flyers, posters, campus website, or Koffee shop kiosk)
  o Electronic billboard (104th street)
  o Photography
  o Video services (recording, editing, duplicating, or conferencing)
  o Special Event support (audio and video equipment, projection, computers, lighting)
  o Microphones
  o Media Cart
  o Projector
  o Screen

Campus Network Services (CNS): If you require any of the following, please complete the form at this link:
http://www.mdc.edu/kendall/cns/forms_helpdesk.asp or you can contact the help desk at 72620

  o Workstation
  o Laptop
  o Easel
  o Network Access: Wired or Wireless Access

V. ROOM LAYOUT OR DIAGRAM:

- Please select one or sketch your own layout in the space provided below:

  o □ Theatre    □ Classroom    □ U-Shape    □ Conference    □ Banquet    □ Banquet Rounds

  ![Diagram of Theatre, Classroom, U-Shape, Conference, Banquet, Banquet Rounds]

  Sketch your own layout