

WINNETKA CAMPUS

SPECIAL EVENTS WORK ORDER/SET-UP REQUEST FORM

*Please make sure you have reserved a space on EMS prior to submitting a work order request

Information about the event:

Day of the Week: M T W TH F SA SUN

Room #/Location _____

This event is (check one):

Date of Event _____

- Academic event (needs Asst. Prin. Admin. Services approval)
- All other events (needs Student Activities Office approval)
- Athletic event (needs Athletic Director approval)

Start time _____ am pm

End time _____ am pm

Name of event (if applicable) _____

Organization/Club sponsoring the event _____

CHECKLIST OF SERVICES REQUESTED:

Unlock doors at _____ am pm
(time)

Clean facility

Turn on lights

Check heating/cooling

Out-of-the-ordinary electrical power requirements
(Contact Steve Linke ext. 2074 one week in advance)

List Additional Details Below:

⇒ Please submit diagram separately

SIGNATURE of Sponsor _____ Phone _____

All work orders must reach the Physical Plant Services Department at least 5 working days before date of service.