

# SPECIAL EVENTS WORK ORDER/SET-UP REQUEST FORM

**Winnetka Campus**

**Northfield Campus**

\*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 events (needs Asst. Prin. Admin. Services approval)

Start time \_\_\_\_\_  am  pm

Auditorium events (needs Auditorium Manager approval)

End time \_\_\_\_\_  am  pm

Athletic events (needs Athletic Director approval)

All other events (needs Student Activities approval)

Name of event (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**CHECKLIST OF SERVICES REQUESTED:**

Unlock doors at \_\_\_\_\_  am  pm  
(time)

Garbage

Turn on lights

Recycling

Out-of-the-ordinary electrical power requirements  
(Contact PPS one week in advance)

Composting

**List Additional Details Below:**

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⇒ 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.**