

# EVENTS WORK ORDER FORM

This form should be submitted to the **EVENTS & RENTALS Department / Room G-117**. **Please submit all work-orders & room layout diagrams no less than five (5) business days prior to event.** Requests for event reservations, set-ups, and changes with less than five (5) business days of anticipation **must be emailed to the Events & Rentals Manager at [EventsandRentals@mdc.edu](mailto:EventsandRentals@mdc.edu) by the Department Chairperson/Supervisor.** Please be aware that the Organization sponsoring the event is financially responsible and will be billed for all incurred program expenses, and overtime.

Date Received by Events & Rentals: \_\_\_/\_\_\_/\_\_\_ Processing Employee's Initials: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Room: \_\_\_\_\_ Start Time: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## PLEASE CHECK ALL ITEMS REQUIRED FOR YOUR EVENT:

### I. EVENTS & RENTALS SUPPORT:

- Do you need tables? Yes  No   
How Many tables?  Classroom # \_\_\_\_\_  Rectangular # \_\_\_\_\_  Round # \_\_\_\_\_  Cocktail # \_\_\_\_\_
- Do you need Tablecloths? Yes  No
- Do you need folding chairs? Yes  No  How many Chairs? \_\_\_\_\_
- Do you need the MDC Kendall Backdrop? Yes  No
- Do you need a podium? Yes  No
- Do you need a portable stage? Yes  No  How many pieces? \_\_\_\_\_ (4' x 8' Each Piece)
- Do you need steps? Yes  No
- Do you need piping and draping? Yes  No  If yes, indicate location on the [Room Layout Sheet](#)
- Do you need the bleachers? (Gym Only) Yes  No
- Are you going to have **any of the following items rented**, and you need us to setup for the event? Yes  No   
 Tables  Tablecloths  Plants  Center Pieces  Flowers  Balloons  Other Decorations  
Name of the vendor(s) delivering the items selected above? \_\_\_\_\_  
Delivery/Drop-off Time: \_\_\_\_\_ Pickup Time? \_\_\_\_\_ Comments: \_\_\_\_\_

**\*IMPORTANT:** The department hosting the event is responsible for making sure that these items are delivered/picked-up on-time, and in accordance with their agreement with the vendor/provider. Also, please be aware that **we do not provide ice or ice-coolers.**

### II. VENDORS AND OUTSIDE ORGANIZATIONS:

- Are any vendors or outside organizations attending this event? Yes  No   
If so, please state their names on this form: \_\_\_\_\_

### III. PUBLIC SAFETY SUPPORT:

- Do you need public safety staff during this event? Yes  No  How many? \_\_\_\_\_ (1 Per/100 attendees)
- Do you need reserved parking? Yes  No  How many spaces? \_\_\_\_\_

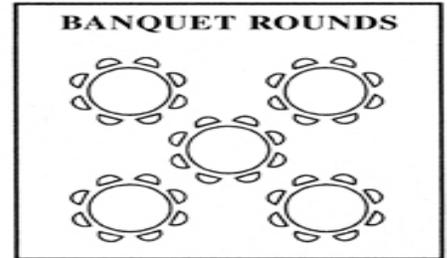
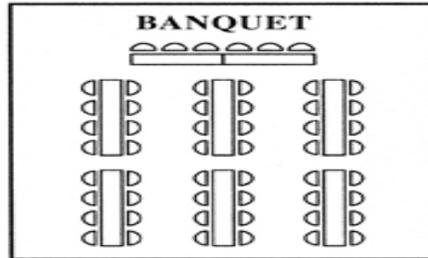
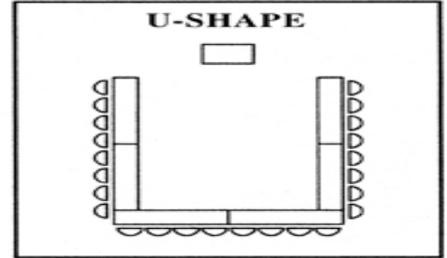
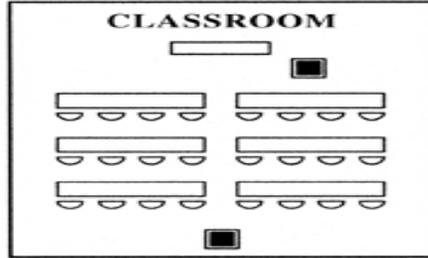
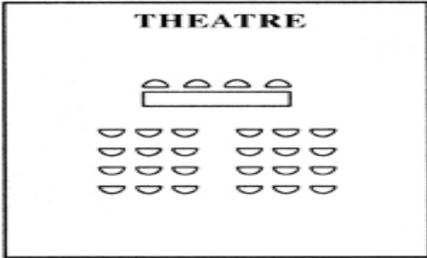
**\*IMPORTANT:** Due to parking constraints, Public Safety will make every effort to accommodate your parking needs according to the event location and parking availability. **Should you need a room open**, please contact Public Safety at (305) 237-2100 **at least ½ hour before the event start time**; restricted areas such as labs, WILL NOT be opened without proper supervision on-site (No Student Assistants).

# EVENTS WORK ORDER FORM

## IV. ROOM LAYOUT SHEET:

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

- Theatre   
  Classroom   
  U-Shape   
  Conference   
  Banquet   
  Banquet Rounds



Sketch your own layout

**Events & Rentals Personnel Use ONLY:**

- Public Safety Request Attached   
  Last Minute Request   
  Incomplete Form/Lay-out Diagram  
 Approved  
 Change Form Requested  
 Change Form Request Approved

# EVENTS WORK ORDER FORM

You may request additional event support directly from the following departments:

## I. CUSTODIAL SERVICES (Provide Receptacles, Custodians, and Relocation of Green Picnic Tables):

Work orders for custodial services must be processed using the [Custodial Services Work Order Form](#) and submitted to the **Custodial Services Department / Room G-115**. Please be advised that events with 100 participants or more require attendants, and events where food/beverages is served also require attendants. Events of 100 or more participants serving food/beverages will also require additional receptacles.

## II. EASELS:

If you require an easel, please contact David Rubio at: [drubio@mdc.edu](mailto:drubio@mdc.edu)

- The requesting department must provide their own flip-charts and markers for the easels.

## III. MEDIA SERVICES & CAMPUS NETWORK SERVICES (CNS):

If you require any of the following, please complete the forms at this link:

<https://mskendall.wufoo.com/forms/event-technology-support/>

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

If you require any of the following, please complete the forms at this link:

[http://www.mdc.edu/kendall/cns/forms\\_helpdesk.asp](http://www.mdc.edu/kendall/cns/forms_helpdesk.asp) or you can contact the [Help Desk at 7-2620](tel:7-2620)

- Workstation
- Laptop
- Network Access: Wired or Wireless Access

**PLEASE NOTE: The requests for Media Services and Campus Network Services must be submitted two (2) weeks in advance.**

## IV. CATERING SERVICES:

The Kendall Campus has a catering vendor on-site—**Canteen**—that is able to accommodate your catering needs. Please **call 305-237-2119** to make necessary arrangements.

## V. Facilities Maintenance:

If your event requires any of the following, please complete the necessary [Maintenance Request Form](#) at this link:

<https://www.mdc.edu/kendall/facilities/>

- Power and testing of electrical outlets available at event location
- Electrician during your event
- Plumber during your event