

# 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? \_\_\_\_\_

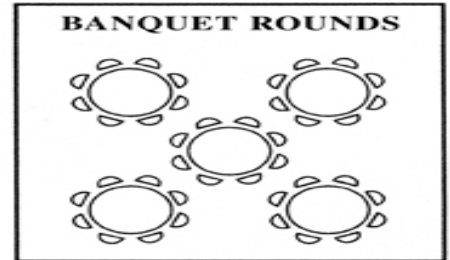
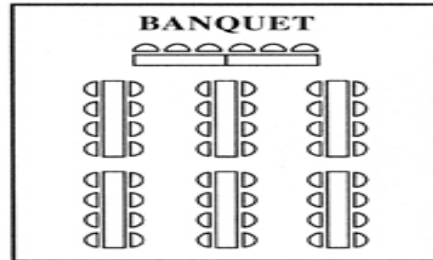
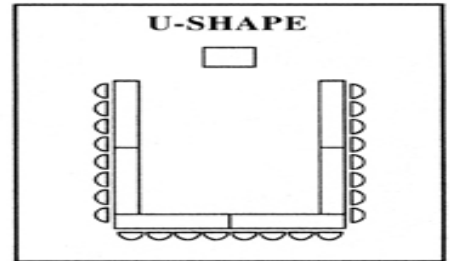
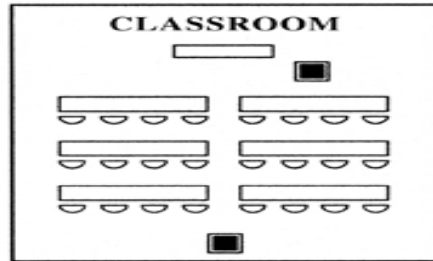
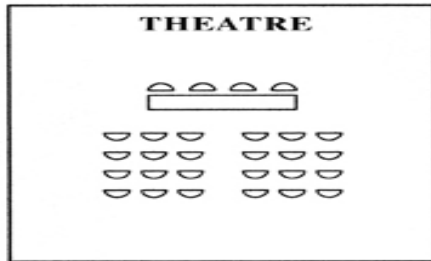
**\*IMPORTANT:** Due to parking constraints, Public Safety will make every effort to accommodate your parking needs according to the event location and parking availability. [Should you need a room open](#), please contact Public Safety at (305) 237-2100 [at least ½ hour before the event start time](#);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

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## 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

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**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**

- 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