**Work Order Template**

*Please submit 2-3 weeks prior to event*

Title of Event

Google Cocktail Reception

TUCK SCHOOL

TUCK SCHOOL

Building and Room event is located in-*if multiple buildings write “Various Locations”*

Various Locations

Event Day (abbrev with 3 letters) date (month, number) If 1+ days, list day/date thru day/date

Mon Nov 7- Wed Nov 9

Actual time of the Event- *if multiple times/days write “Various Times”*

Various Times

Staff/Faculty/Student Name and extension

Staff: John Smith 6-\*\*\*\*

Chart String

xx.xxx.xxxxxx.xxxxxx.xxxx.8015

CUSTODIANS:

\***PLEASE USE ASTERICKS’S (\*) FOR EACH SET UP TASK!**

Day/Date

Mon Nov 7

By what time work needs to be completed

By 3:30 PM

Building and Room Location

Whittemore Cohen Great Hall

Event time

Event Time 6:00 PM

\*see attached diagram (if applicable)

\*list set up tasks separately

\*move study table behind fireplace

\*move stuffed arm chairs behind fireplace

\*1- 8ft table in corner near kitchen for catering

\*2- 8ft tables along windows for catering

\*1 extra trash bin

\*1 extra recycling bin

Day/Date

Tue Nov 8

By what time work needs to be completed

By 4:30 PM

Building and Room Location

LLC Raether McLaughlin Atrium

Event time

Event Time 7:00 PM

\*list all set up tasks separately

\*2- 8ft tables for catering- 1 in each corner near windows

\*1- 8ft table in middle of windows for catering

\*2 extra trash bins

\*2 extra recycling bins

\*Tuck Podium in front of fireplace

Day/Date

Wed Nov 9

By what time work needs to be completed

By 8:00 AM

Set areas back to default

\*Set all areas back to normal setup

~~~Please fill out at thoroughly and detailed as possible~~~

EXAMPLE

Google Cocktail Receptions

TUCK SCHOOL

Various Locations

Mon Nov 7- Wed Nov 9

Various Times

Staff: John Smith 6-0000

xx.xxx.xxxxxx.xxxxxx.xxxx.8015

CUSTODIANS:

Mon Nov 7

By 3:30 PM

Whittemore Cohen Great Hall

Event Time 6:00 PM

\*see attached diagram

\*move study table behind fireplace

\*move stuffed arm chairs behind fireplace

\*1- 8ft table in corner near kitchen for catering

\*2- 8ft tables along windows for catering

\*1 extra trash bin

\*1 extra recycling bin

Tue Nov 8

By 4:30 PM

LLC Raether McLaughlin Atrium

Event Time 7:00 PM

\*push all furniture to perimeter

\*2- 8ft tables for catering- 1 in each corner near windows

\*1- 8ft table in middle of windows for catering

\*2 extra trash bins

\*2 extra recycle bins

\*Tuck Podium in front of fireplace

Wed Nov 9

By 8:00 AM

\*Set all areas back to normal setup