

**INSTRUCTIONS FOR REQUESTING SUPPORT FOR SPECIAL EVENTS**

To place an order for the delivery and set-up of furnishings to support special events, you must complete this form and send a copy to the Facilities Customer Service Center **TWO WEEKS** prior to the event. **FAX** to (850) 644-3682 or send requests to the Customer Service Center via Campus Mail Code 4150. Call the Service Center at (850) 644-2424 with any questions. Separate work order requests must be submitted for each event, location, time, and date.

PLEASE READ CAREFULLY! All requests are filled on a first come, first serve basis and will be dependent on the availability of inventory and personnel.

Diagrams showing the desired placement of furnishings or equipment are highly recommended and should be faxed the Service Center within 48 hours of your event.

Upon receipt of your request, the Service Center will initiate a work request and provide the requestor with a work request number(s). Please record this number on your copy of this form.

TO INITIATE ANY CHANGES, PLEASE CONTACT ALFRED GAINOUS AT (850) 644-8611 AND REFERENCE YOUR WORK REQUEST NUMBER.

\* Indicates *required* field \*Omni Dept Number: \_\_\_\_\_

\*Requestor's Name: \_\_\_\_\_ \*E-mail address: \_\_\_\_\_

\*Department: \_\_\_\_\_ \*Phone #: \_\_\_\_\_ \*Fax #: \_\_\_\_\_

\*Location of Event/Building: \_\_\_\_\_ \*Room #: \_\_\_\_\_

\*Day & Time of event: M T W H F S A S \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Time: From \_\_\_\_ to \_\_\_\_

Name of Event: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_

Host or Sponsor: \_\_\_\_\_ Phone #: \_\_\_\_\_

(if different from requestor)

Will food be served? YES NO

**FURNISHINGS OR SERVICES PROVIDED BY BUILDING SERVICES:**

Please indicate service, furnishings and quantities required.

\_\_\_\_ DELIVERY AND/OR \_\_\_\_ SET-UP AND/OR \_\_\_\_ PICK-UP OF FURNISHINGS

(Generally, deliveries and set-ups will be accomplished within 8 working hours prior to the start of the event.) Catered or other special events requiring an earlier time MUST be noted below:

\*Delivery and/or set-up requested on: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ by \_\_\_\_ AM/PM

Pick-Up requested on: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ by \_\_\_\_ AM/PM

\_\_\_\_ RECTANGULAR TABLES (8ft., seats 6)      \_\_\_\_ ROUND TABLES (Miller Hall & C5301 ONLY)

\_\_\_\_ CHAIRS      \_\_\_\_ PADDED CHAIRS (Univ Rel permission req)

\_\_\_\_ FREE STANDING PODIUM

**ITEMS PROVIDED BY THE SOLID WASTE DEPARTMENT:**

\_\_\_\_ TRASH RECEPTACLES      LINERS? YES NO

**ITEMS PROVIDED BY THE GROUNDS DEPARTMENT:**

\_\_\_\_ PLANTS (subject to availability)      TYPE: \_\_\_\_\_

*For Audio/Visual equipment, i.e. TV, VCR, overhead projectors, screens, etc., call (850) 644-3535  
For catered events and/or linens, contact Aramark Catering at (850) 644-1491*

WORK ORDER NUMBER(S) ASSIGNED:

DATE REQUEST RECEIVED:

Building Services: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Solid Waste: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Grounds: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_