WORK ORDER

The Work Order needs to be submitted to the Parish Office at least two weeks before the work is required, especially copying requests. In the event there may be another function occurring, we need to make sure we have the personnel to do the job. Please understand that your committee may have to do the setting up and/or taking down. Please be specific in your request as to the work needed to be done, i.e.: number of tables, chairs or how many copies, etc.

TO:_____ DATE SUBMITTED:_____

FROM:_____ PHONE:_____

DATE(S) NEEDED:_____

EVENT/# OF PEOPLE:_____

AREA RESERVED:_____

WORK TO BE DONE:

_____ Copying Quantity Needed _____
_____ Set up Chairs Quantity Needed _____ (200 Chairs Available)

_____ Set Up Tables (21 Round, 5' Tables Available/14 Rectangular, 8' Tables Available)
(Please specify: older tables, i.e., for crafts or newer tables, i.e., for display)
Quantity/Shape Needed _____

Special Instructions/Arrangement: _____
_____
_____
_____
_____

Special Equipment Needed: _____ Flip Charts _____ Coffee Urn(s)

_____ TV/VCR _____ Coffee Warmer(s)

_____ Overhead Projector _____ Rolling Cart(s)

_____ Sound System/Microphone

_____ Office Copy _____ Sal's Copy _____ Requestor's Copy

5/09