

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 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? _____

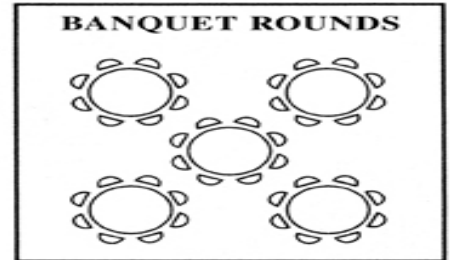
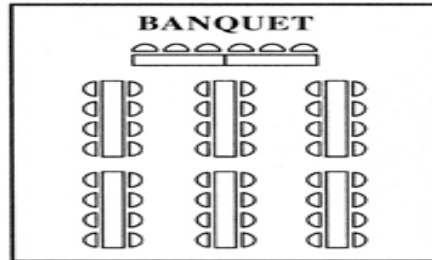
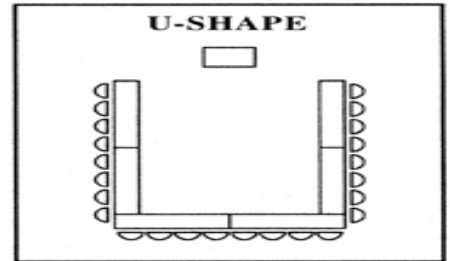
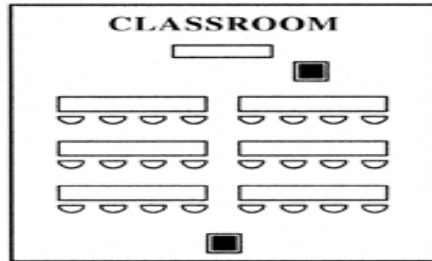
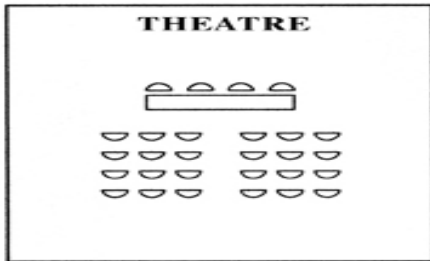
***IMPORTANT:** Due to parking constraints, Public Safety will make every effort to accommodate your parking needs according to the event location and parking availability. [Should you need a room open](#), please contact Public Safety at (305) 237-2100 [at least ½ hour before the event start time](#); 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

- 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 (104th 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 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—[Chartwells Culinary Services](#)—that is able to accommodate your catering needs. Please contact **Mr. Chris Valdes, Manager** directly for all necessary arrangements **at 305-237-2119**.

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