



## Set-Up Work Order Request

Event: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

To be completed on: \_\_\_\_\_  
Date (Day and Month)                      Day of Week                      Time

Location of Request: \_\_\_\_\_

Details of request:

Style/Number of Tables Needed: \_\_\_\_\_ Round \_\_\_\_\_ Rectangular

Number of Chairs Needed: \_\_\_\_\_ Details: \_\_\_\_\_

Drawing of Room set-up requested:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_