

Event Checklist

EVENT NAME: _____

EVENT DATE: _____

This is a listing for you to use as a tool to assist with preparing for upcoming events. It's likely that you will have requests for other non-general work. Please be sure to review and submit those in detail, as well as any of those suggested below.

Any changes to a work request or work order need to be emailed to wrkcontrol@wcupa.edu. Do NOT submit a new request. Be sure to include the request number or work order number in your email to work control.

PERSONNEL TO HAVE ON-HAND:

	<u># of Persons Needed</u>	<u>Request #</u>	<u>Work Order #</u>
• Electrician	_____	_____	_____
• HVAC technician	_____	_____	_____
• Locksmith	_____	_____	_____
• Plumber	_____	_____	_____
• Custodian	_____	_____	_____
• Grounds staff	_____	_____	_____
• Moving Services staff	_____	_____	_____

SET-UP TASKS FOR FACILITIES:

	<u># of Items Needed</u>	<u>Request #</u>	<u>Work Order #</u>
• Set up Tent	_____	_____	_____
➤ Small = 20 x 20	_____	_____	_____
➤ Medium = 20 x 40	_____	_____	_____
➤ Large = 30 x 30	_____	_____	_____
• Set up Canopy	_____	_____	_____
➤ 8 x 10	_____	_____	_____
• Set up Tarp	_____	_____	_____
• Set up Stage	_____	_____	_____
• Set up Lattice	_____	_____	_____
• Set up Piping & Drapes	_____	_____	_____
• Hang Banners	_____	_____	_____
• Pull out Bleachers	_____	_____	_____
• Raise/Lower Basketball Hoops	_____	_____	_____
• Deliver Stage	_____	_____	_____
• Deliver (& set up) Tables	_____	_____	_____
• Deliver (& set up) Chairs	_____	_____	_____
➤ Tables & Chairs can be on the same work order			
• Deliver Podium	_____	_____	_____
• Deliver (& set up) Lift	_____	_____	_____
• Deliver Trash cans	_____	_____	_____

Please note: there are a limited number of items available at any given time. It is possible that we will be unable to satisfy your request

PREPARATION TASKS FOR FACILITIES

	<u>Room #</u>	<u>Request #</u>	<u>Work Order #</u>
• Clean & Stock Bathroom(s)	_____	_____	_____
• Clean room(s)	_____	_____	_____