**Work Order Format Template for Greek Events**

After you receive a reservation confirmation via email, here are some of your next steps:

**1.** **Review your Reservation Confirmation –** Check to make sure the event date, time, and location are correct on your confirmation.

**2.** **Do you Need Food? –** Lafayette Dining Services can provide a wide range of food and beverage offerings for your event. Orders can be submitted online at <http://www.lafayette-catering-catertrax.com/>. Contract Catering at x5343 or catering@lafayette.edu.

**3.** **Do you need a Special Room Setup? –** If you would like a room setup differently than the standard room setup, please consult with the Office of Scheduling and Events staff for appropriate configuration. To request tables and chairs or other equipment brought to the space, please fill out the work order below and submit to Associate Director of Student Involvement.

**4. Need equipment other than tables and chairs in a location?** The following equipment may be requested in a work order and should be included in the format below: podium, microphones (handheld or cordless), sound system (if in Marlo Room, Wilson Room, Colton Chapel), staging, extension cords, garbage cans – most outdoor needs can be met by Facilities Operations.

\*\* You may contact the following offices for the following equipment:

**Student Involvement -** Portable Sound Systems, Microphones, iPads, Easels/portable white boards, ID Scanners (to track participation in events organized through LafSync). All of these items are **FREE** of charge.

**Catering –** to rent the ice cream cart

**Library and ITS –** MAC compatible adapter cords and other tech related needs for laptops, projectors, etc.

**Office of Scheduling & Events –** LCD Projector

**Recreation Services** – rental of sports and gaming equipment.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Calendar Date/Building and Room/Event Name – Department to perform set up**

Ex. 1 - (Apr 1)/ Farinon Marlo Room/Founder’s Day Dinner – Custodial

Ex. 2 – (Sep 1)/ AGD House/ Recruitment Events – Furniture Removal and Delivery – Facilities Operations

**Account Number:** (Don’t worry about this - - this will be your L number that I have in my office. If you wish to charge a different account or your Alumni are involved, please let me know ahead of time)

**Event Name:**

**Event Date:**

**Event Time:**

**Location:**

**On (***insert calendar date***), please have the (***insert location***) set up as follows by (***insert time am/pm)***:**

**(Quantity) – Description of what is being set up and where within the room**

Ex. 1- (18) – 60” Round room tables with 8 chairs per table

Ex. 2 – (2) – 8 ft. tables for beverages outside of classroom

Ex. 3 – (3) – 6 ft. tables for food/catering in back of room

**CC: Catering - - Linens needed for all tables (or any event that involves catering)**