

EVENT WORK ORDER FOR EXTERNAL GROUPS

GENERAL INFORMATION

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|---------------------------|--|
| Event Name | |
| Event Date | |
| Location(s) | |
| Rain Plan & Alt. Location | |
| Contact Name & Phone | |
| Description of Event | |
| Estimated Attendance | |
| Start Time | |
| End Time | |
| Set-Up Time | |
| Tear Down Time | |
| Timeframe Space Booked | |
| Catering Provided By? | |
| Alcohol to be served? | |

OPERATIONAL NEEDS *(Please provide detailed information below.)*

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| <p>Housekeeping - Sets desired room configuration (please include a diagram if other than standard classroom set up is required); cleans and restocks restrooms, provides trashcans and related services upon request. Please attach additional sheet if more space is required.</p> |
| <p>Media & A/V Services - Turns on and/or provides audio/visual equipment, recording services and technical support upon request. Please list all items needed including microphones, computer station for PowerPoint presentations, sound system, podium, etc. (Include schedule if multiple rooms will be utilized).</p> |
| <p>Parking – Arranges for the purchase of parking validation tickets for your group.</p> |
| <p>Police & Public Safety – Ensures EVMS compliance with safety, health and fire codes and is responsible overall for the safety of EVMS personnel and campus guests. Coordinates onsite arrival of vendors and permission to use loading docks; provides onsite security presence or special building access upon request.</p> |

EVMS Special Events will assist you in completing the Event Work Order to arrange for the services listed above. We request that this form be submitted no later than 30 days prior to your event to baileyra@evms.edu. This information will be reviewed in the monthly EVMS Special Events Task Force meetings. For questions or assistance with this form, please contact Abby Bailey at 757-446-6174 or baileyra@evms.edu.