WORK ORDER

The Work Order needs to be submitted to the Parish Office at least two weeks before the work is required, especially copying requests. In the event there may be another function occurring, we need to make sure we have the personnel to do the job. Please understand that your committee may have to do the setting up and/or taking down. Please be specific in your request as to the work needed to be done, i.e.: number of tables, chairs or how many copies, etc.

TO: __________________________ DATE SUBMITTED: _________

FROM: ______________________ PHONE: ______________

DATE(S) NEEDED: ________________________________

EVENT/# OF PEOPLE: ______________________________

AREA RESERVED: ________________________________

WORK TO BE DONE:

______ Copying Quantity Needed ______

______ Set up Chairs Quantity Needed ______, (200 Chairs Available)

______ Set Up Tables (21 Round, 5' Tables Available/14 Rectangular, 8' Tables Available)

(Please specify: older tables, i.e., for crafts or newer tables, i.e., for display)

Quantity/Shape Needed ________________________________

Special Instructions/Arrangement: ________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Special Equipment Needed: ________ Flip Charts ________ Coffee Urn(s)

________ TV/VCR ________ Coffee Warmer(s)

________ Overhead Projector ________ Rolling Cart(s)

________ Sound System/Microphone

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Office Copy Sal’s Copy Requestor's Copy

5/09