

Event Work Order

Email completed form to [consupport@stolaf.edu](mailto:consupport@stolaf.edu)

|  |  |
| --- | --- |
| Event Name Click here to enter text. | |
| Event Type *(e.g. lunch, lecture, meeting)* Click here to enter text. | |
| Event date(s) Click here to enter text. | |
| Event start and end times Click here to enter text. | |
| Expected Attendance *(exact number or range)* Click here to enter text. | |
| Are guests from on-campus or off-campus? Click here to enter text. | |
| Any distinguished guests? *(e.g. mayor, president, etc.)* Click here to enter text. | |
| Meeting Space(s) *(building and room)* Click here to enter text. | |
| Main Contact Click here to enter text. | |
| Office phone | Click here to enter text. |
| Cell phone *(optional)* | Click here to enter text. |
| email | Click here to enter text. |
| STO Unit Number *(010-xxxxx)* Click here to enter text. | |

**Overview of Event**

*It can be helpful to give an overview of your event, especially if there are multiple locations and/or days*

Click here to enter text.

**Buntrock Commons**

|  |  |
| --- | --- |
| *e.g.* | *Room set: Standard set*  *Media: Standard set (mic, podium & screen); No media needed*  *Will use black sign holders to direct guests around building* |

*if your event is in buntrock, list room or media needs here:*

Click here to enter text.

**Facilities**

*What help do you need from facilities?*

|  |  |
| --- | --- |
|  | *(Think about heat, cooling, tables/chairs, extra garbage cans, Custodial coverage.)* |

*if your event is* ***not*** *in buntrock, list room/table/chair needs here:*

Click here to enter text.

**Public Safety**

|  |  |
| --- | --- |
| *e.g.* | *Parking: Guests will park in the Buntrock lot.*  *Expecting 12 passenger vans; guests will arrive via Metro Express* |

Click here to enter text.

**Bon Appetit**

*Remember, even if you aren’t doing a catering order, it’s helpful for BA to know your event is happening*

|  |  |
| --- | --- |
| *e.g.* | *Pat, main contact, is working with BA regarding food and beverage arrangements.* |

Click here to enter text.

**Broadcast Media**

*Will you be streaming the event or any other media needs outside of Buntrock?*

Click here to enter text.

**Student org members (if applicable)**

|  |  |
| --- | --- |
| *e.g.* | * *Greet speaker at 11:30 am in Valhalla and assist with set-up as necessary.* * *Post signs in Buntrock directing to Valhalla. Signs to read “MY group’s meeting Valhalla”* |

Click here to enter text.

**Schedule**

|  |  |  |
| --- | --- | --- |
| *e.g.* | *11:30-11:45 a.m.* | *Guests arrive* |
|  | *11:45 a.m.-1:00 p.m.* | *Lunch* |
|  | *1:30 p.m.* | *Event End* |

Click here to enter text.