Activity/Event Requests
(Interdepartmental)

Instructions: Complete, make copies, and deliver to appropriate departments prior to the event.

Activity/Event: _____ Time: _____ a.m. p.m. Day/Date: _____

Location of Activity/Event: _____ # of Guests Expected: _____

❒ Standing Request (Check if standing order – such as tea every Tuesday.)

Dietary/Food and Beverage

Please deliver by _____ a.m. p.m.

Food(s)/Menu:

Beverage(s):
❒ Water ❒ Ice
❒ Coffee: Regular ____ Decaf ____
❒ Tea: Hot ____ Cold ____
❒ Other: _____

Condiments:
❒ Sugar ❒ Sweetener ❒ Lemon
❒ Other: _____

Service Ware: *(Put **"P"** for paper or plastic.)*

❒ Napkins: ____ Small ____ Large
❒ Cups: ____ Small ____ Large
❒ Glasses: ____ Small ____ Large
❒ Plates: ____ Small ____ Large
❒ Flatware: ____Spoons ____ Forks ____Knives
❒ Other: _____

Other Needs/Instructions:

Engineering/Maintenance

Please have set up and ready by _____ a.m. p.m.

Equipment Needed:

❒ Chairs: # _____ Type: _____
❒ Table(s): # _____ Size(s): _____
❒ Piano ❒ Podium ❒ Microphone ❒ Overhead ❒ Screen
❒ Slide Projector ❒ VCR ❒ TV ❒ Easel
❒ Other: _____

Description of Set-up:
Chairs theater-style facing _____
More: _____
_____
_____
_____

Diagram of how room should look:

Housekeeping

Other Department(s)

THANK YOU FOR YOUR COOPERATION!

Requested by: _____ **Title:** _____

If these requests were not honored, explain, date, and initial here. Send a copy to the department manager.

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❒ There's more information on the back.