Tuck Club – Tuck Facilities Work Order Template

Name of event
Dates of event
Contact person
Chart strings

Date
Time it needs to be done by
Room
Requests (bulleted)
(Make requests brief)
If laborers are involved Conferences and Special Events requires a diagram.

Next date (repeat same as above)
*****************************************************************
Sample:

HEALTH CONFERENCE
JANUARY 20-21
CONTACT JOHN SMITH 6-0000
CHART STRING

January 20, 2009
By 3PM
Stell Hall
• push all furniture to the perimeter of the room
• remove lamps from study tables
• place 1 white skirted table for catering between the restrooms and the kitchen

GM
By 5PM
• place 1 8’ green skirted table in the front for a panel
• place 3 chairs in front of table

January 21, 2009
By 2PM
PepsiCo
• place Tuck podium by the windows

By 8AM
Stell Hall
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- back to default

By 8AM
GM
- back to default

By 7PM
PepsiCo
- back to default

Revised 1/28/09