

# WORK ORDER INFORMATION FORM



*Remember: At least 7 days notice is required to ensure your needs are met.  
Please submit this completed form to the church receptionist.*

## GENERAL INFORMATION

Date submitted: \_\_\_\_\_

Form prepared by: \_\_\_\_\_

Staff member responsible: \_\_\_\_\_

Phone: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## ROUTING

Facilities Manager

Sound

Pastor

Music

Other: \_\_\_\_\_

## CALENDAR REQUEST/UPDATE

Title of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_ Room needed by: \_\_\_\_\_

Number expected: \_\_\_\_\_ Room requested: \_\_\_\_\_

Request date change Original date: \_\_\_\_\_ New date: \_\_\_\_\_

Cancel event

## ROOM SET-UP

Please draw a diagram of how you would like the room to be set up. Be as detailed as possible.  
Feel free to attach additional pages or notes as necessary.

**CHILD CARE NEEDS**

- Birth-3 years
- 4-5 years
- 1st-6th grades

Minimum of 5 children. Names of children to be submitted to church office three days before event.

**AUDIO/VISUAL NEEDS**

- Microphones    How many? \_\_\_\_\_     Podium     Wireless

Notes/explanation: \_\_\_\_\_

- Computer             TV/DVD                             Projector

- Other \_\_\_\_\_

**FOOD SERVICE SUPPLIES NEEDED**

- coffee cups                             coffee                             sugar
- tea cups                                 decaf                             sweet & low
- plates                                     tea                                 creamers
- dessert plates                         ice                                 ice chest
- bowls                                     water                             napkins
- utensils
  - plastic                             metal
  - \_\_\_\_\_ knives     \_\_\_\_\_ forks                     \_\_\_\_\_ spoons
- table cloths: qty. \_\_\_\_\_ size \_\_\_\_\_ color \_\_\_\_\_
  - plastic                             cloth

**ROUTINE MAINTENANCE**

Room number: \_\_\_\_\_                            Organization: \_\_\_\_\_

- light bulbs burned out                             sink/toilet clogged
- inoperative electrical socket                     broken or cracked window
- leaky plumbing                                     climate control malfunction (heat/cool)
- general housekeeping needed                 toilet paper/paper towels
- other: \_\_\_\_\_