

**SPECIAL EVENTS TASK FORCE COMMITTEE
EVENT WORK ORDER FORM**

GENERAL INFORMATION

Name of Event	
Day & Date	
Location (one form p/location)	
Rain Plan & Alt. Location	
Event Lead & Tel #	
Description	
Est. Attendance	
Start Time	
End Time	
Set Up Time	
Tear Down Time	
Timeframe Space Booked	
RSVP, to whom?	
Catering Provided By?	
Alcohol to be served?	

OPERATIONAL NEEDS (Please provide detailed information below.)

Housekeeping - Sets desired room configuration (please include a diagram if other than standard classroom set up is required); cleans and restocks restrooms, provides trashcans and related services upon request. Please attach additional sheet if more space is required.
Maintenance - Provides outdoor power when applicable; controls temperature in buildings and venues. Please note desired room temperatures for events in EVMC venues held outside of the standard operating hours.
Materials Management - Provides tables, chairs and other borrowable items. Please complete the MM Inventory Request form, found here , at least two weeks prior to your event and submit to matlmgmt@odu.edu . Note below the date the form has been submitted.
Media & A/V Services - Turns on and/or provides audio/visual equipment, recording services and technical support upon request. Please list all items needed including microphones, computer station for PowerPoint presentations, sound system, podium, etc. (Include schedule if multiple rooms will be utilized).
Parking - Arranges for special parking, and/or use of EVMC shuttle upon request.
Police & Public Safety - Ensures EVMC compliance with safety, health and fire codes and is responsible overall for the safety of EVMC personnel and campus guests. Coordinates onsite arrival of vendors and permission to use loading docks; provides onsite security presence or special building access upon request.
Special Events - Provides consultation on logistics for events held on campus. Contact VHS-Events@odu.edu for information.
Marketing & Communications - To request plasma screens or other event-related printed materials, and to discuss event photography, please contact your account executive 30 days in advance of your event. Please email VHS-News@odu.edu to receive an updated list of accounts and to connect with your account representative.

Please submit this form at least 2 weeks prior to your event to VHS-Events@odu.edu to give ample notice to supporting departments. This information will be reviewed in the monthly Special Events Task Force meetings. However, it is recommended that you reconfirm arrangements with and/or provide updated information to the respective departments at least 72 hours in advance of your event. Please contact Special Events at 757-446-6070 or VHS-Events@odu.edu for more information.