

WORK ORDER

Please complete a work order if you need something repaired, moved, or set-up (such as risers or tables). If you need a room reserved and set up a certain way, then fill out a Room Reservation/Set-up Request.

Both forms should be placed in Scott and Rich's mailbox.

NAME: _____ TODAY'S DATE: _____

WORK TO BE DONE: _____

DATE NEEDED: _____ [STAFF ONLY: COMPLETED ON: _____]