

WORK ORDER: Services/Supplies for Calendar Event

NOTE: Clear date on the calendar with Irene Balogh (x 8512 or ibalogh@maine207.org) prior to filling out this work order. Work order needs to be submitted at least 10 days prior to the scheduled event.

Date of Issue: _____ Date of Event: _____ Time of event: _____ to _____

Set up time: _____

Event Description: _____ Location: _____

Organization: _____ Sponsor Name: _____

CUSTODIAL

(Check all that apply)

- Lights on
- Doors open
- Tables (No.) _____
- Chairs (No.) _____
- Risers, 4x8
- Risers, Choral
- Sound Shells
- Piano
- Music Stands
- Lectern
- Microphone
- Flags
- Coat Racks
- Extension Cords
- Other (specify in box below)

CAFETERIA

For all cafeteria supplies and services complete the "Requisition for Food Service" form.

FOR OFFICE USE ONLY

- _____ David Sanders (3 copies)
- _____ Jessica Buczek
- _____ Ed Eubank
- _____ Maria Lymperopoulos
- _____ Security
- _____ Scott Chovanec
- _____ Mike Bender
- _____ Other

JESSICA BUCZEK

(For auditorium use)

(Check all that apply)

- Stage lighting
- Stage screening
- Spot lighting
- Special lighting
- VHS projector
- CD player
- Tape deck
- Portable Sound System
- Lighting Technician
- Stage Technician
- Sound Technician
- Wireless microphone
- Microphone
- Other (specify in box below)

SECURITY

- ME Security (No.) _____
- PR Police (No.) _____
- PR Fire/EMT

Equipment

For before/after school and weekend use only.

(Check all that apply)

- LCD projector cart
- TV monitor
- Overhead projector
- Tri-pod screen
- VCR/DVD monitor-rec
- Microphone/Speaker Combo

Other equipment is available for checkout. Visit the Library web page and click on "Digital Devices". These items are self-service, custodians will NOT deliver.

BOOKSTORE

Cash Box

- roll quarters (\$10.00) _____
- roll dimes (\$ 5.00) _____
- roll nickels (\$ 2.00) _____
- roll pennies (\$ 0.50) _____
- singles _____
- fives _____
- tens _____
- twenties _____

Other:

Please email completed form to Irene Balogh at ibalogh@maine207.org or Dino Di Legge at ddilegge@maine207.org for processing.

Assistant Principal's Signature Required.

Signature: _____

Date: _____