

**Name of the Event**  
**Date of the event**  
**Location of the event**  
**Time of the event**

**Date of the event**

8:00 AM Set Up crew  
2 - 8' tables inside the house  
10 - white wood chairs

Staff arrives

- Turns on lights
- Turn on AC
- Check restrooms
- Set out table linen & napkins, menus, place cards
- DPS parking spots reserved 11 am - 2 PM

10 AM Flowers arrive  
10:30 AM Catering arrives

11:45 AM Supervisor/Senior Administration arrives  
Set out place cards

12:00 PM Luncheon guests begin arriving  
Staff at the front to greet guests  
Reception service begins: sparkling water, sparkling cider, still water

12:15 PM Guests are being asked to take their seats  
Music back on  
\_\_\_\_\_ to welcome guests and give the invocation

12:35 PM Guests enjoy their lunch  
Water & Iced Tea will be pre-set

1:10 PM \_\_\_\_\_ makes remarks

1:20 PM \_\_\_\_\_ makes concluding remarks

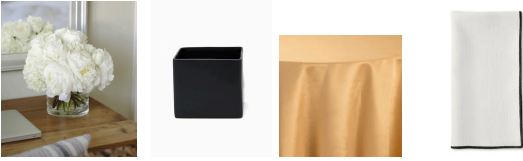
1:30 PM Event adjourns

1:45 PM Staff

- Turn off the air conditioning
- Turn off all lights
- Check restroom, empty trash

2:00PM Catering cleans room  
Staff resets room

3:00 PM Moving crew will arrive to strike



**Optional**

List your abbreviated request to facilities, DPS and Shuttles here:

**Landscaping** - To be completed by (time and date)

- Path and Entrance:
  - Ensure cleanliness and attractiveness from parking lot to the event entrance.
  - The entrance to the building is cleaned
  - Windows washed
- The meeting room
  - Cleaned, vacuumed, and dusted
  - AC/Heater working
  - The lights are all working
  - Windows are cleaned
  - *If after-hours request to have lights/power/AC left on*
- Restrooms
  - Cleaned and restocked before the event
- All doors/floors are accessible

**Facilities | Trash**

- Please ensure all trash cans leading up to the (state locations: entrance, meeting room and which restrooms they would use) are emptied by (date and time) and following the event (date and time)

**HES - Restrooms**

- Clean and restock restroom - To be completed by (date and time)
- Return (date and time) to clean and restock

**Moving / Set up Crew - see attached diagram**

- List the setup you require for your event.
- Tables/chairs/extra trash cans/umbrellas, etc

**DPS Request** - - To be completed by (time and date)

Parking spot w/ name - time and date

Directional signage (if needed)

**Shuttle request** - confirmed on \_\_\_\_\_

Event: \_\_\_\_\_

Where event is taking place: \_\_\_\_\_

Guests: \_\_\_\_\_

Guest parking/shuttle pick up: \_\_\_\_\_

Shuttle: Start at \_\_\_\_\_ AM/PM, end at \_\_\_\_\_ AM/PM

Event time: \_\_\_\_\_ AM/ PM - \_\_\_\_\_ AM/PM