

**WORK ORDER FOR EVENTS OUTSIDE OF SCHOOL TIME
DUE: ONE WEEK IN ADVANCE OF EVENT**

E-mail to S. Mary Helen, S. Monica, Fran

Name of Event: _____ Sponsor of Event: _____
Main Contact Person: _____ e-mail: _____ Cell Phone: _____

Date: _____ Time Begin: _____ End: _____ Location: _____

EVENT:

WHO IS RESPONSIBLE FOR:

Opening Time:

Opening & Unlocking:

Closing, Locking & Activating Alarm:

Clean-up after event:

Take trash to dumpster:

Tables:

Set up tables:

Round # _____ Rectangle # _____

Take down tables:

Chairs # _____

Set up chairs:

Direction: Facing:

Take down chairs:

Stage _____ Lot _____ School _____ Convent _____

Microphones: # _____

Sound System:

Altar Location:

Set up altar:

Take down altar:

Piano Location:

Set up piano:

Move piano back to closet:

Check on trash bags:

Check on rest room supplies:

Check on locker & rest rooms:

Kitchen Use:

Stove: Yes or No

Clean stove:

Refrigerator: Yes or No

Clean refrigerator:

Countertops Yes or No

Clean Countertops:

Additional Directives:

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Please attach a floor plan if needed