

Request for Equipment and Services

Prior to completing this form, the event must be approved by the appropriate UF office. The Office of Student Activities and Involvement only permits and approves registered student organizations while the Office of the Vice President for Business Affairs permits and approves all other persons/groups for campus events. Please contact the appropriate office for event policies and procedures before continuing with Work Management support.

Please fill out this form and send it to workorder@admin.ufl.edu. The deadline to submit the form is two weeks in advance of the event. If applicable, you will receive an estimate for all requested items. The estimate must be accepted and approved before the Work Order is issued. It is the customer's responsibility to contact Work Management and accept the estimate and provide funding information. **Work will be scheduled on a first come first serve basis once the estimate is approved and funding is established.**

Please contact us as early as possible prior to the event to ensure that we can assist you. Many campus events are scheduled around the same time. We will attempt to process forms after the deadline, but are unable to guarantee that we can provide the requested equipment and services.

For more information, see www.facilitieservices.ufl.edu/get-help/event-services/

Event Information	
Event name	Date of event
	Time of event
Event description	Expected # of participants
Will food/beverages be served? No Yes	Name of food/beverage vendor(s):
Will there be vendors other than food? No Yes	Names of other vendors:
Will participants be able to bring food/beverages from outside the event? No Yes	
Is this a first time event? No Yes	Month/year of last event:
Are you seeking "Green event certification" from the Office of Sustainability? <input type="radio"/> No <input type="radio"/> Yes http://sustainable.ufl.edu/news-events/sustainable-event-certification-guide/	

Please check all event equipment and services that you are requesting:	
Equipment Rental	Estimated #
Tables.....	_____
Chairs.....	_____
Recycling containers.....	_____
Food waste/compostable containers.....	_____
Trash containers.....	_____
Barricades.....	_____
Decorative palm plants.....	_____
Poster Boards*.....	_____
*Must reserve posters prior to submittal via Bill Peel at wpeel@ufl.edu or 352-273-5066	
Contracted Services	
Delivery and pick up of equipment	
Indoor site clean-up (<i>Custodial Only</i>)	
Outdoor site clean-up (<i>Grounds Only</i>)	
Electricity to site (if available)	
Running water to site (if available)	
Utility line tracing* (required for staked tents, sign posts or any other ground disturbance)	
*Must complete www.sunshine811.com/safe-digging-process and www.facilitieservices.ufl.edu/departments/utilities/dig-permits/	

Event Site Information		
Location of Event:	Inside	Outside
		Building and Room Number:
<p>Please add any additional information about the event here (e.g., what time equipment should be delivered and picked up, special instructions)</p>		

Method of Payment
<i>All requests for event services require a means of paying for services, or for borrowed equipment that is damaged or lost.</i>
Department PO number (e.g. 17PPD12345)
External Customer UFL number (e.g. UFL123-001)

Contact Information
Requester Information
Requester: _____ Title: _____
Department: _____
Department ID: _____
Phone: _____ Cell: _____
Email: _____
Check here if the requester is the campus sponsor contact. You will not have to fill out the Sponsor Information.
Sponsor Information
Campus Sponsor: _____ Sponsor's Title: _____
Sponsor's Department: _____
Department ID: _____
Sponsor's Phone: _____ Sponsor's Cell: _____
Sponsor's Email: _____

Day of Event Coordinator/Contact Information (Required)
Name: _____
Cell Phone: _____
Email: _____

Please email this completed form to:
workorder@admin.ufl.edu
Any questions, please call Work Management at 352-392-1121