SPECIAL HOUSEKEEPING REQUEST

Today's Date ____________

NAME OF FUNCTION ____________________________________________________________

DATE/TIME OF FUNCTION _____________________________ SET UP TIME ____________

LOCATION OF FUNCTION IN BLDG. ________________________________________________
(List all areas that will be affected)
______________________________________________________________________________________

CONTACT PERSON __________________________________ PHONE _________________

INDICATE NUMBER OF ITEM(S) NEEDED

- 8' Table (limit of 8)  - Folding Chairs (limit of 135)  - Screens
- 6' Table (limit of 2)  - Coat Rack  (Limit of 9)
- 6' Round table (limit of 10)  - Traffic Control Ropes
- 4' Table (limit of 3)  - Lg. Trash Can(s)

ADDITIONAL ITEM(S) NEEDED ________________________________________________________

(For podium and A/V equipment, E-mail Media Requests – media@law.duke.edu)

LOCATION ITEM(S) ARE TO BE PLACED OR OTHER REQUESTS ________________________________
______________________________________________________________________________________

CATERER __________________________________________________________________________

BUILDING ACCESS:

DOOR LOCATION: ________ From: ________ To: ________ From: ________ To: ________

DOOR LOCATION: ________ From: ________ To: ________ From: ________ To: ________

DOOR LOCATION: ________ From: ________ To: ________ From: ________ To: ________

PARKING GATE ATTENDANT: START ________ END ________

COST CENTER FOR PAYING ATTENDANT ($30/hr min of 3 hrs) ________________________________

A TOTAL OF 4 COPIES SHOULD BE PLACED IN TRAY OUTSIDE OFFICE 3038.