February 27, 2012

TO: Facilities Management Customer Service

FROM: Kasey Hughes, University Events

SUBJECT: Facilities Work Order for Voices of Our Time: *Eboo Patel*

BUDGET CODE NUMBER: XXXXXX-XXXXX

On Thursday, March 1st at 6:00 p.m., we will have a Voices of Our Time event in Wait Chapel. We will need the support of the Facilities Management staff to help us set up for this event. As always, we appreciate your help with this very important campus event. Please let me know if you have any questions or concerns about the below requests. Thank you.

Thursday, February 23rd

- **No later than 10:00 a.m**., please pick-up the Voices of Our Time banner from the University Event's Office (University Services Building – 143) and hang on Wait Chapel. **For questions about this request, please contact Gena Hauser at x5821.**

Thursday, March 1st

• The Autumn Room and the President's Office will be used for a private lunch and meeting space with Eboo Patel beginning at 12:00 p.m. Please do a general sweep of Reynolda Hall, the Autumn Room, and the President's area (sidewalks, entrances, inside corridors, stairwells, and restrooms) to make sure that building is clean and the restrooms are stocked **no earlier than 10:00 a.m., but no later than 12:00 p.m. For questions about this request, please contact Brittany Hunton at x6390.**

• **No earlier than 12:00 p.m. but no later than 3:00 p.m.** Please pick up parking signs from University Services Building and distribute according to directions provided by attached sign. **For questions about this request, please contact Brittany Hunton at x6390.**

• **At exactly 2:00 p.m.**, please remove the pulpit and railings in Wait Chapel and store them off stage. Please also remove all other furniture … i.e. choir chairs, pulpit chairs and benches, communion table, etc. Please move piano to the side of the stage- as much out of view as possible. **For questions about this request, please contact Brittany Hunton at x6390.**

• Once the podium and railings have been removed, please place the podium on the left side of the stage (or stage right. Please see Jay Lawson or Jennifer Richwine for the exact placement of the podium**. *The stage should be completely set-up no later than 3:00 p.m. Thursday afternoon*** to allow time for the audiovisual company to set-up their equipment on the stage. **For questions about this request, please contact Brittany Hunton at x6390.**

- Please spray the interior chapel door hinges with WD-40 to avoid squeaking during the program. **For questions about this request, please contact Brittany Hunton at x6390.**

• **No later than 5:00 p.m., but no earlier than 4:00 p.m.,** Wait Chapel should be thoroughly cleaned, including restocking the restrooms in Wait Chapel. Dale Green will be delivering greenery for the stage by 4:00 p.m., and someone from custodial should be on hand in the afternoon to vacuum and sweep up stray fern leaves, etc. after the greenery is delivered and in place. ********PLEASE MAKE SURE THE TWO WOODEN BLOCKS THAT ARE NEEDED TO HOLD THE FRONT (QUAD SIDE) DOORS TO THE CHAPEL OPEN ARE THERE.*

For questions about this request, please contact Brittany Hunton at x6390.

• **At 6:30 p.m.** Please collect parking signs and return to the University Events Office in the University Services Building. **For questions about this request, please contact Brittany Hunton at x6390.**

Friday, March 2nd

- The stage will need to be swept clean of any debris once the greenery is picked up on Friday morning. The greenery will be picked up from the chapel no later than 10:00 a.m. on Friday morning. **For questions about this request, please contact Brittany Hunton at x6390.**
- **No later than 9:00 a.m**., please remove Voices of our Time Banner from Wait Chapel and dispose of it. **For questions about this request, please contact Brittany Hunton at x6390.**