

## How to create a work order specifically for campus events

*To support Facilities Management in ensuring a smooth setup for your events, please consider the following guidance:*

**Step 1:** Ensure an [event approval form](#) has been sent to the [Office of Ceremonies and Events \(events@upei.ca\)](#) and reach out to Jane Vessey for a consultation if you have any questions in the pre-planning phase of the event.

**Step 2:** Ensure the space is booked in 25Live with the appropriate amount of set-up and tear-down times before and after your event (\*ensure your 25Live booking prevents any other events from being booked between the setup, event, and tear-down).

**Step 3:** Ensure you have an approved set-up diagram, showing all tables, chairs, podium, equipment, etc. you need for your event.

- (1) All efforts should be made to use a pre-approved set-up diagram which can be previewed and downloaded on myUPEI
  - i. You can cross furniture out on a pre-approved diagram that is not needed.
- (2) In the rare case that a unique set-up diagram is required, a separate work order should be submitted to request development of a new set-up diagram.

Once you have an approved set-up diagram, you can move to step 4.

**Step 4:** Create your work order for set-up in School Dude. (Go to: [upei.ca/facilities/maintenance](http://upei.ca/facilities/maintenance) if it's your first time submitting a work order)

Event setup work orders are to be submitted a minimum of 10 business days in advance of the event (this provides FM with time to coordinate resources for the set up and ensure the layout meets fire regulations for means of egress).

Consider all items that may impact your setup: space requirements for catering tables, podium, accessibility (e.g. ramp), audio visual equipment, photography, coat racks, etc.

Please note that Facilities Management requires certain information to ensure the event setup meets your needs.

Please submit a new work order that includes the following event details in the Description Box (the description box is Step 4 of the work order form):

- 1) Event Name (e.g. 'Conference X')
- 2) Date & Time event setup can start (e.g. 'Setup can take place Tuesday Oct 1 9 – 11 am')
- 3) Event Date & Time (e.g. Event is scheduled for Oct 1st 12pm - 2pm)

- 4) 25 Live Booking Reference # (e.g. 2018-AACQAT)
- 5) Description of Setup (e.g. # of chairs, # tables, catering tables, podiums, staging, etc.)
- 6) Attach a set-up / furniture setup diagram (ensure it matches your description)
- 7) Contact person with a number they can be reached out during set-up by Facilities Management. **This must be the person who can answer questions and be contacted day of.**

**Step 5:** Create your work order for tear-down.

- 1) Give the event end time and when the tear-down can start.
- 2) Explain the configuration the room is going back to 'as is' or is there a next event happening that needs a different set-up?