



Facilities Management Event Guidelines

**Prior to placing a work order request you must book your event space first.
Please submit a work order request with the following information**

Indicate in Description Portion of Work Order Form:

- Date of your event
- Break down date of your event
- Setup time for your event
- Break down time for your event
- Must email as an attachment to work order form a diagram of your event setup

**Be advised that the Facilities Management Department
Starts the work day at 7:30am so please plan your events start time accordingly.**

Scheduling Your Event:

Facilities Management must have a notice of **5 businesses days** to when an event is going to take place due to scheduling needs in the department.

For any event that involves pipe and drape or staging Facilities Management will need a minimum notice of **7 businesses days** due to scheduling and overtime staffing.

For Your Event Setup:

- Need at least 1 hour prior to event for event setup.
- Need at least 1.50 to 2 hours prior to an event to setup any event with pipe and drape or staging.
- Need at least 1 hour to do any turn over for an event.

**Any questions about event setups please contact:
Facilities Management Department at 617-573-8110.**