



REQUEST FOR SERVICES

Name of Applicant _____ Date _____

Org./Dept./Instr. Unit _____ Phone _____

Location of Event – Room _____ Building _____

Set Up Time _____ Breakdown Time _____

Date(s) of Event _____ Actual time of event _____

Service(s) Requested:

Seating

Tables

Flags (US ___ MD ___ MC ___)

Other

Additional MC Services that the applicant can request outside of Facilities:

- Catering: catering@montgomerycollege.edu
- Television Coverage & AV Support:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=15351>
- AV Support/Podium/Microphone:
<http://cms.montgomerycollege.edu/oit/InTech.aspx?id=66&linkidentifier=id&itemid=66>
- Theatre Technician (contact the Campus Theatre Technician)

Description of Set-up
(No set-up will be done without a diagram)

FACILITIES OFFICE USE ONLY

COMMENTS:

Facilities Scheduler Date Approved Denied

- Distribution:
- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Building Services | <input type="checkbox"/> O&M |
| <input type="checkbox"/> Other Services | <input type="checkbox"/> Security | <input type="checkbox"/> Requestor |