

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.