Helpful Tips from Support Services

• If you reserve equipment in the online system there is no need to also write a work order. Doing so creates double work and confusion.

• Provide a diagram unless you want us to arrange it how we think it might go. If no diagram is provided, and when you arrive at the event you realize it is not set up the way you wanted it, we will NOT be coming back to rearrange it.

  -Please note if you add a diagram after your request has been confirmed and scheduled, please email the department that it is directed to in order to notify them that it has been added.

• Please provide your department accounting code. Even if your department is not being charged, I will need it for filing purposes.

• Please provide a contact person’s name and phone number for the day of the event.

• If you specify anything in the room setup notes, please remember to add the equipment/service as well. For reservations outside of the GUC, you need to order chairs for your setup etc. If you do not order our services, we will not get notified.
• If you request equipment and get a notice that there is not enough of that item to complete your order you have a few choices. Either select another item in place of your first choice or reduce the amount of that item requested. If neither of those options is possible, please contact Support Services at x36210 so we can possibly find a solution.