

Abraham Lincoln Elementary School  
School Event Work Order  
For Custodian

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location in School: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Chairperson: \_\_\_\_\_  
(Begin-End)

Telephone #: \_\_\_\_\_

Note: The custodian will contact you to confirm these arrangements.

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairs / tables needed for event:

Number of chairs:

Number of Tables:

Please list any additional materials / items needed for event:

Custodian needs to unlock the building at: \_\_\_\_\_ am/pm  
Clean-up will probably conclude at: \_\_\_\_\_ am/pm

Please provide sketch of set-up, if required