

# ORLANDO MUSEUM ° ART

# WORK ORDER

TODAY'S DATE \_\_\_\_\_ OMA EVENT COORDINATOR \_\_\_\_\_ EVENT DATE \_\_\_\_\_

TO:  CHIEF OF OPERATIONS  ASSISTANT CHIEF OF OPERATIONS  FACILITY RENTALS  FACILITY ASSISTANTS  SECURITY  OTHER \_\_\_\_\_

EVENT NAME \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

EVENT CONTACT NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

TIMES: EVENT from \_\_\_\_\_ to \_\_\_\_\_ SET-UP DATE \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ CLEAN-UP DATE \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

CATERER \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_

**EXPECT DELIVERY(-IES)** (PLEASE INDICATE VENDOR, CONTACT INFO, AND DATE/TIME)

- |  |                                    |
|--|------------------------------------|
| <input type="radio"/> BEER/WINE _____        | <input type="radio"/> TABLES _____ |
| <input type="radio"/> LINENS _____           | <input type="radio"/> CHAIRS _____ |
| <input type="radio"/> PIPE & DRAPE _____     | <input type="radio"/> FLORAL _____ |
| <input type="radio"/> DANCEFLOOR/STAGE _____ | <input type="radio"/> OTHER _____  |

**LOCATION(S) OF EVENT**

ENTIRE MUSEUM  GALLERIES OPEN from \_\_\_\_\_ to \_\_\_\_\_

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="radio"/> MEETING ROOM(S) <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C | <input type="radio"/> 101 GRAND GALLERY OPEN from _____ to _____  | <input type="radio"/> OTHER _____ |
| <input type="radio"/> STUDIO(S) # <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3     | <input type="radio"/> J. HYDE CRAWFORD & ANTHONY TORTORA GALLERY  | <input type="radio"/> OTHER _____ |
| <input type="radio"/> ROTUNDA   | <input type="radio"/> EDUCATION ENTRANCE OPEN from _____ to _____ | <input type="radio"/> OTHER _____ |
| <input type="radio"/> AUDITORIUM  | <input type="radio"/> GIFT SHOP OPEN from _____ to _____          | <input type="radio"/> OTHER _____ |
| <input type="radio"/> LIBRARY   | <input type="radio"/> SCULPTURE PLAZA                             | <input type="radio"/> OTHER _____ |
| <input type="radio"/> KITCHEN   | <input type="radio"/> THE RESOURCE CENTER (TRC)                   | <input type="radio"/> OTHER _____ |

**TABLE/CHAIR REQUIREMENTS** (PLEASE INDICATE NUMBER NEEDED)

- |  |   |
|--|---|
| <input type="radio"/> 72 IN. ROUNDS _____ LINEN TOPS _____ COLOR _____ | <input type="radio"/> 48 IN. ROUNDS _____ LINEN TOPS _____ COLOR _____  |
| <input type="radio"/> 60 IN. ROUNDS _____ LINEN TOPS _____ COLOR _____ | <input type="radio"/> 36 IN. SQUARES _____ LINEN TOPS _____ COLOR _____ |
| <input type="radio"/> 8 FT. BANQUET _____ LINEN TOPS _____ COLOR _____ | <input type="radio"/> COCKTAIL HIGH _____ LINEN TOPS _____ COLOR _____  |
| <input type="radio"/> 6 FT. BANQUET _____ LINEN TOPS _____ COLOR _____ | <input type="radio"/> COCKTAIL LOW _____ LINEN TOPS _____ COLOR _____   |
| <input type="radio"/> GREEN CHAIRS _____                               | <input type="radio"/> SERPENTINE _____ LINEN TOPS _____ COLOR _____     |
| <input type="radio"/> CHIAVARI CHAIRS _____                            |   |

**AUDIO/VISUAL REQUIREMENTS**

- |   |  |  |  |
|---|--|--|--|
| <input type="radio"/> OMA OPS A/V TECHNICIAN        | <input type="radio"/> AUDITORIUM PROJECTOR     | <input type="radio"/> VCR                                | <input type="radio"/> FLATSCREENS  |
| <input type="radio"/> ACCESS TO A/V BOOTH           | <input type="radio"/> PORTABLE VIDEO PROJECTOR | <input type="radio"/> DVD PLAYER                         | <input type="radio"/> HHL <input type="radio"/> HHR <input type="radio"/> ORL <input type="radio"/> ORR <input type="radio"/> OC |
| <input type="radio"/> WIRED MICROPHONE(S) (# _____) | <input type="radio"/> TV                       | <input type="radio"/> BLU-RAY PLAYER                     | <input type="radio"/> USB DRIVE(S) _____   |
| <input type="radio"/> WIRELESS MICROPHONE           | <input type="radio"/> LASER POINTER            | <input type="radio"/> LAPTOP COMPUTER                    | <input type="radio"/> GALLERY MIC  |
| <input type="radio"/> WIRELESS LAVALIER MICROPHONE  | <input type="radio"/> CLICKER                  | <input type="radio"/> PODIUM <input type="radio"/> w/MIC | <input type="radio"/> iPad   |
| <input type="radio"/> TABLE-TOP MICROPHONE          | <input type="radio"/> PORTABLE SCREEN          | <input type="radio"/> PORTABLE SPEAKER                   | <input type="radio"/> AV CART  |

**SPECIAL SERVICES REQUESTED**

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="radio"/> SECURITY PERSONNEL _____ GUARDS from _____ to _____ | <input type="radio"/> STAGE SECTIONS _____  | <input type="radio"/> OTHER _____ |
| <input type="radio"/> OMA STEP & REPEAT                                   | <input type="radio"/> EASELS _____  | <input type="radio"/> OTHER _____ |
| <input type="radio"/> TRASH CANS _____                                    | <input type="radio"/> STANCHIONS _____  | <input type="radio"/> OTHER _____ |
|   | <input type="radio"/> RISER _____   |                                   |
|   | <input type="radio"/> ATTIRE <input type="radio"/> OMA SHIRT <input type="radio"/> FORMAL |                                   |

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

