

Available Support Services From Facilities

- Transportation of special event items from on-campus locations to your on-campus event sites
- Set-up services
 - Chairs
 - Tables
 - Staging
 - Podiums/Lecterns
 - Sound Systems
 - Special Electrical Requirements
 - Temperature Control Heating/AC (Where Available) BASED ON OCCUPIED/UNOCCUPIED STATUS- NOTIFICATION REQUIRED TO CHANGE STATUS TO ENSURE CORRECT TEMPERATURE SETTING
 - Tents (SU tent if available)
 - Custodial Support Services
 - Banner Installations (Where Available)
 - Dumpster Needs (*For Events With Catering Services*)
 - Trash Can Deliveries
 - Coat Rack Deliveries (Limited Quantities)

To request any or all of the above, a work request must be submitted. Access to the work request system (WebTMA), A WebTMA user id/password has been set up for department secretaries and RDs. Access to the system may be requested by calling x1455.

Services **Not** Provided By Facilities

- Catering Needs—Contact Dining Services
- Special Multi-media Equipment-Contact Media Services
- Rental and Outside Services
 - Table Rental and Set-Up Services For Large Events may be required where needs exceed available quantities of tables and/or manpower resources. Contact Facilities Work Control Center (x1455) for more information
- Portable Restrooms (These items may be required for certain types of events)
- Draping Needs (contact Purchasing for a list of vendors and service providers who can assist you with these needs)