

## SECURITY SUPPORT WORK ORDER

Submit this form if any part of an event is outside Library open hours.  
Please provide two weeks notice so that staffing may be arranged.

Event Name:	Date	
	Start Time	
	EndTime	
Contact person(s)		
Phone numbers		
Email address		
Briefly describe the event		
What time does set-up start?		
Will crew need access to loading dock?		
What time will break down be over (approximately)?		
What entrance & exits will be used?		
What floors is the event on?		
Who will be the contact person at entrance to assist in identifying attendees?		
Will there be nametags?		
Will event be using easel in the lobby?		
Other information/ comments		
<b>For Security Use Only</b>		
Number of officers needed		
Fixed posts		
Locations needing stanchions		
Special elevator settings		