



## EVENTS ON CAMPUS, FACILITIES ACTION SHEET (FAS) Winter Haven Campus/JD Alexander Center

**Instructions:** Complete a Facilities Action Sheet (FAS) for each event that requires set-up (including rehearsals). This form confirms your reservation of space and notifies all service departments of area set-up, equipment and media needs. For questions on filling out this form, call the Cultural Events Office at x5050 or 863-297-1050.

**Note:** This form is due in the Facilities Office ten (10) days before the event. **When complete, use the "Email Form" button.**

Choose one of the options below:

- This facility has already been reserved for this event.
- PLEASE RESERVE THIS FACILITY NOW, IF POSSIBLE.

Name of Event:

Building/Room:  Capacity:

Date needed:  Starting time:

Open area(s) from:   AM  PM to:   AM  PM

Sponsoring Organization:  Phone:

Person in Charge:  Phone:

Email:  Fax:

WST (126)  WHC (GYM)  JDA  FA Lobby  Other Building/Room/Courtyard:

This section serves as a work order for the Facilities Department. At least 10 days before the event, please contact Facilities: Keith Smith at [ksmith@polk.edu](mailto:ksmith@polk.edu) or Susan Ewing at [sewing@polk.edu](mailto:sewing@polk.edu) or x5059 or 863-297-1059, to schedule a site visit and discuss set-up for your event.

Please use a diagram for simple setups and to show the location of any lecterns, chairs, and tables. See room layouts attached to this form.

Set-up date:  Time:  Breakdown Date:  Time:

Lecterns #:   Parking Lot Lights: On:  Off:

Chairs #:  Special Parking:  Reserved  Handicap  Parking Map

Round Tables #:  (WST only, limited quantity) Other:

Rectangular Tables #:   Event Parking Signs

Extension Cords #:  Length:  WHC Gym Only (Check all that apply):

Custodial  Ramps  Bleachers - Upstairs/Downstairs  Pullout Stage

Large Wastebasket Scheduled Site Visit Date:  Time:

Other Instructions:

This section serves as a work order for Media Technology Services. At least 10 days before the event, please contact Media Technology Services at x5288 or 863-292-3685 or [avservicesgroup@polk.edu](mailto:avservicesgroup@polk.edu) to schedule a walkthrough to discuss technical and specialized needs for your event.

Video Projector  Internet Access (subject to availability at location)

Screen  Cordless #:   Conference Phone (Polk State College Employees Only)

Computer  Wired #:  Other:

Portable PA  Lapel #:  Scheduled Site Visit Date:  Time:

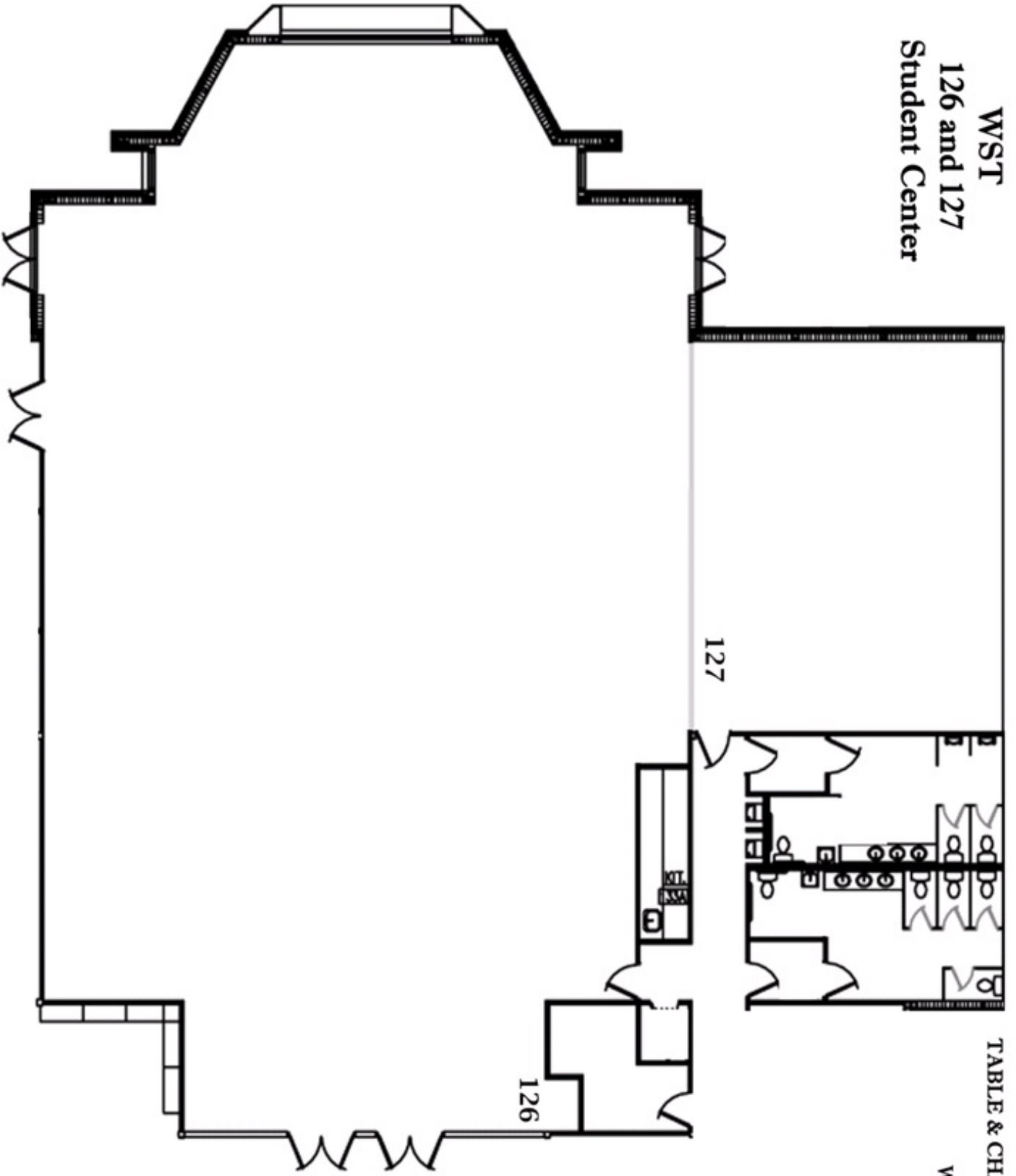
**Cultural Events Office Use Only:**

Building Supervisor:

Date Received:  Date Distributed:

Electronic Typed Signature:  Title:  Date:

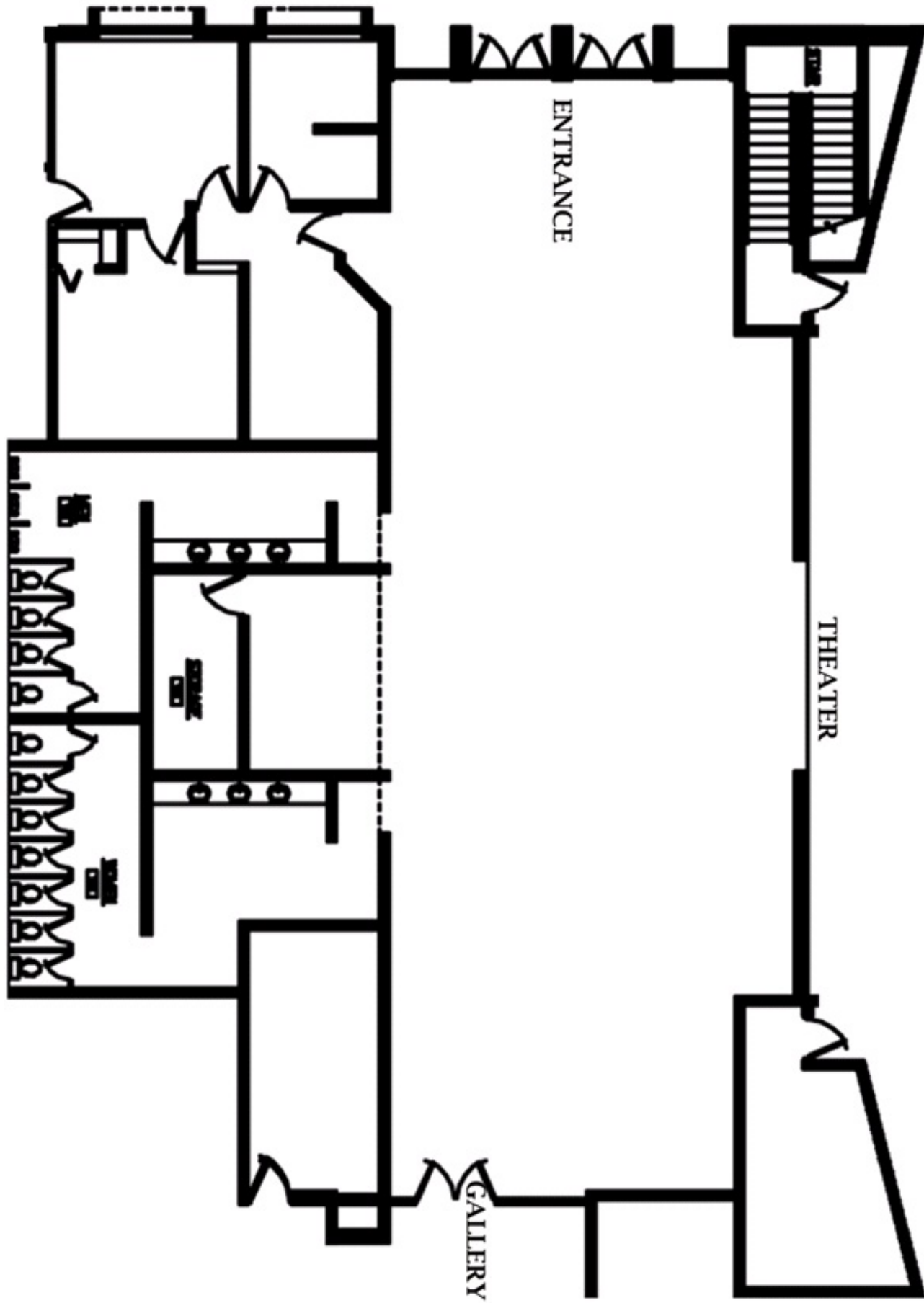
**WST  
126 and 127  
Student Center**

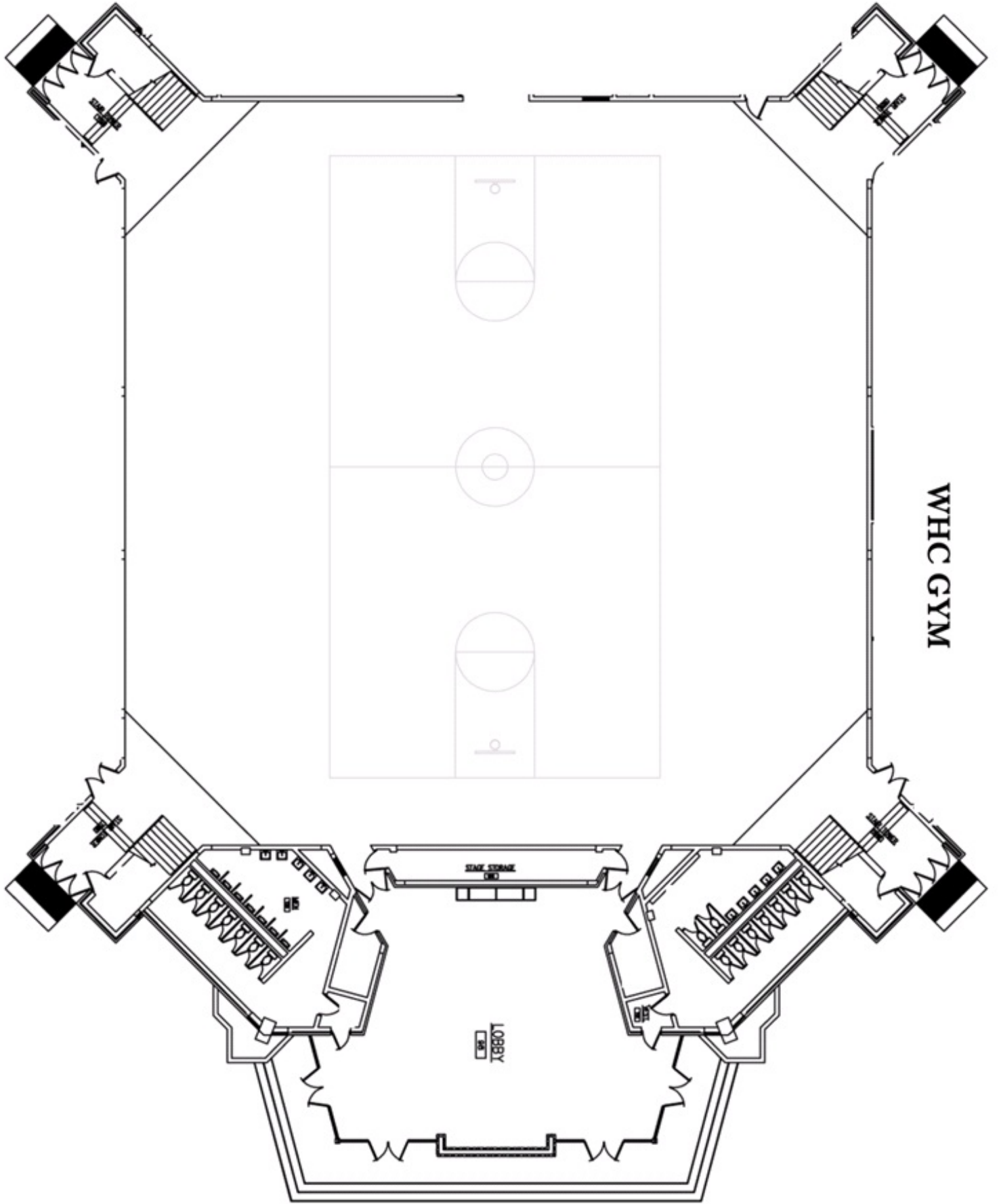


**TABLE & CHAIR SEATING**

WST 126 = 350  
WST 127 = 63

WFA LOBBY





WHC GYM

STAFF STORAGE

LOBBY