

**Event Planning Form: Requesting Housekeeping Services**

UVA Custodial Services is pleased to assist you during your next event. Please complete the following information so that we may serve you better.

Today's date: \_\_\_\_\_

Event contact name and email/phone #: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Begin and end time of event: \_\_\_\_\_

Location of event (building/floor/room #): \_\_\_\_\_

**Details:**

Type of event (full meal; snacks; cocktails, etc.): \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Food and beverage service: \_\_\_\_\_

Requesting additional trash receptacles: # and size needed (regular, large, extra-large): \_\_\_\_\_

Time Housekeeping should arrive: \_\_\_\_\_

Time Housekeeping should return for post event clean-up: \_\_\_\_\_

Requesting on-site service during full event (# of employees): \_\_\_\_\_

Requesting only trash removal at end of event: \_\_\_\_\_

**Other information you feel is important for us to know:**

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**Custodial person to contact during your event:** \_\_\_\_\_

**What to do next:**

- Submit a WO# and PTAO# for billing at least three days before event
- Send this form to the Custodial Services Building Manager at least three days before event:  
**Hattie Agee | ha@virginia.edu | (434) 531-7467**
- If changes or cancellation is necessary, contact the Custodial Services Building Manager asap.

Thank you!

*"We provide solutions that benefit our customers and the UVA community."*