

Staff and Security Request Form

Date Needed: _____

Staff Contact Person for this Event: _____

Number of staff needed for event: _____

Staff Shift begins: _____

Staff Shift Ends: _____

Names of staff on-site when security is here:

Security shift begins: _____

Security Shift ends: _____

If over 4 hours, who will cover during Staff/Security break? _____

Type of event (title/description)

Museum: _____

Library: _____

Outside Rental: _____

Number of expected attendees: _____ Age range: _____

Will galleries be open? Yes _____ No _____

Instructions: (e.g.: Where will the security person be stationed or what rooms will be covered? What is the security officer's primary duties for the day? Are there any special responsibilities of security or staff for the day?)