

Facilities Management Sample Email

Please see an example of an email below. This email would include an attached floor plan image and any documents or photos to explain the event set-up, such as specific furniture or instructions. Please note that your space is booked with enough time for Facilities Management to complete the set-up in time for your event.

Hello,

May I please request the following for this event:

Set-up date: Mon.Oct.25, 8am

Set-up location: Nawapon (floor plan attached)

Event materials:

Four 8 foot tables (4 chairs at 2 tables at the back)

15 soft chairs (pic attached)

15 stools (pic attached)

2 AC podiums

AC banner

Garbage can

Recycle bin for plastic and paper

Event date: Tues.Oct.26, 9am-12pm

Tear-down: Wed.Oct.27, 1pm