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Newsletter

RESS Reports

January 1, 2012
Volume 10 Issue 1

Integrated Management Systems, Ltd., W5295 Hefty Road, Monticello,
WI, 53570, www.ress-by-ims.com, ress@tds.net, Toll Free 877-207-4275

RESS REPORTS SHOWING IN THIS ISSUE

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The Job is not Done until the Paperwork is Finished

By Jerald Mock

Producing a first class event is a complicated process. Communicating the countless details to all involved can be a nightmare. Add to the mix, the special events and functions you schedule are almost never the same and you have a challenge. We created RESS to flex with your business and to produce the paperwork to match.

So, when RESS ships we include a full set of custom reports designed to fit your unique operation, and we include the tools to create additional reports.

All RESS reports can be created in PDF, Rich Text, HTML or delimited text file formats for export to virtually any external system that can import text files.

All reports produced by RESS can be emailed as an attachment to your customers.

Take a look at some of the examples that follow. These are just a few of the thousands of reports that can be produced by the RESS System. If you don't see the report you will need, send us a note to ress@tds.net along with a copy of the report and we will let you know if we can reproduce it in RESS.

With RESS it is a snap to finish the paperwork.

Let us take you on a free online tour of the RESS System.
Just give us a call toll free at

877-207-4275

Confirmation

"Use the reservation confirmation to email customers details of their reservation."

Integrated Management Systems, Ltd.
W5295 Hefty Road
Monticello, WI 53570
Ph 608-938-2501
Fax 608-938-2502
www.ress-by-ims.com

RESERVATION: 0803-111

Title: Graduate School Of Banking Sr Class Event Type: Reception Event Date: 08-12-2003, Tuesday Event Time: 8:00 PM - 11:30 PM Location: Memorial Union *Please see Today in the Union TITU for room assignment Building Hours: 7:00 AM - 11:00 PM	Contact: Jerald M. Mock Integrated Management Systems, Ltd. W5295 Hefty Road Monticello, WI 53570 608-938-2501 jmock@chorus.net
---	---

Setup Details

Rounds for 150
 1-Water and cups
 Notes for next year: requested parking pass day of for dj, also asked for signs night of.
 (12) rounds on West side of room, (8) chairs each.
 Middle cleared for dancing.
 Cambro of water.
 Chairs around perimeter.
 8' bar table in foyer
 18' food table along east wall of GH
 (4) cabarets in GH foyer
 Have room set and ready at 7pm, group coming in to setup

Policies

The Reservations office is open from 8:00am to 5:00pm Monday through Friday. If your event takes place during our business hours and you have questions or need assistance, come to the Office and we will assist you. If your event takes place outside of our office hours please go to the front desk on the first floor and ask for the building manager.

The affixing of items to walls, floors, or ceilings of rooms and the taping, nailing or stapling to any surface is not allowed. Patrons who violate these rules are responsible for any damage to the premises or equipment by members, guests, or outside groups contracted by the patron.

Our Catering, Deli and Restaurant divisions can provide all your food service needs. No outside food may be carried in to meeting rooms without prior approval, and with additional charge.

To assure the best possible service please have your catering order, audio visual needs and set-up arrangements confirmed three weeks in advance. Prices are subject to change, and are only guaranteed within 60 days prior to the scheduled function.

All deposits are non-refundable and will be applied to your final bill. Arrangements for payment of services and products are required at the time of booking. Payment of all fees must be received prior to the event. Equipment and food cancellations must be in five business days in advance of the event.

I agree that I have requested the equipment and services above, have read this document and that I will be responsible for the payment of those services.

Signature _____ Date _____

Confirmation - continued

"The confirmation, if needed is a multiple page document that can include all the services required for a reservation."

Audio Visual & Special Items order for 0803-1118

Event Date: 08-12-2003, Tuesday
Event Time: 8:00 PM - 11:30 PM
Resv. Time: 8:00 AM - 12:00 MID
Sponsor: Integrated Management Systems, Ltd.
Person Res: Jerald M. Mock
Phone: 608-938-2501
Address: W5295 Hefty Road
City/State/Zip: Monticello, WI 53570

Av Approval: No
Special Items: No

Graduate School Of Banking Sr Class

Audio Visual Items	Qty	Beg. Time	End. Time	Amount	Tax
Data Line	1	8:00 AM	12:00	35.00	Y
Data Projector	1	8:00 AM	12:00	150.00	Y
				Tax	10.18
				Total	195.18

AvTech Remarks

**Request for Midnight close approved by Roger via email on 7-31-03
 Group is bringing a band.
 Music must stay below 104db.
 Music must end half hour before building close at 11:30pm

Special Items	Qty	Beg. Time	End. Time	Amount	Tax
Water and cups	1	8:00 AM	12:00		Y
				Tax	0.00
				Total	0.00

Special Items Remarks

Notes for next year: requested parking pass day of for dj, also asked for signs night of.
 (12) rounds on West side of room, (8) chairs each.
 Middle cleared for dancing.
 Cambro of water.
 Chairs around perimeter.
 8' bar table in foyer
 18' food table along east wall of GH
 (4) cabarets in GH foyer
 Have room set and ready at 7pm, group coming in to setup

Confirmation - continued

"Catering service orders are just a mouse click away. RESS helps you track the food detail from beginning to end."

Catering Service Order for 0803-1118

Event Date: 08-12-2003, Tuesday
Event Time: 8:00 PM - 11:30 PM

Sponsor: Integrated Management Systems, Ltd.
Person Res: Jerald M. Mock
Address: W5295 Hefty Road
 Monticello, WI 53570
 608-938-2501
 jmock@chorus.net

Food Source: catering
Bar Service: beer/wine/soda

Graduate School Of Banking Sr Class

Menu	Qty	Unit Charge	Amount	Tax
[Cocktail Meatballs 50] Choose from the following flavors: Traditional Swedish, Sweet and Sour Sauce or Cranberry barbecue.	2	50.00	100.00	Y
[Bacon Water Chestnuts-50] Smoked bacon surrounding a crisp water chestnut.	1	65.00	65.00	Y
[Fruit Display 50] Honeydew melon, cantaloupe, pineapple, watermelon and garnish fruits (ingredients may vary slightly depending on the season)	1	95.00	95.00	Y
[WI Cheese & Crackers-50] Swiss, Dill Havarti, Cheddar and Provolone. Substitute Usinger's summer sausage for one choice of cheese. Served with crackers.	1	95.00	95.00	Y
Open bar charges	1	1941.50	1941.50	Y
		Tax	126.31	
		Total	2422.81	

Event Details

Event Type: Reception

Guarantee Count:

Food Service Time: 7:00 PM 10:00 PM

Bar Service Time: 7:00 PM 10:00 PM

Catering notes: group barely ate any food by the time it was pulled after 2.5 hours. Bar just stayed under the 2000 limit.

AGENDA:

DJ Playing from 8:00 to 11:30pm.

Food available from 8:00 to 10:30pm.

Bar from 8:00pm to 11:30

Socializing and Dancing the entire time.

Food from 8:00pm to 10:30pm:

Cocktail Meatballs for 100 (assorted flavors)

Bacon Wrapped Water Chestnuts for 100

The Sampler for 100

Seasonal Fresh Fruit Display for 50

WI Cheese Assort. w/ Crackers for 50

Bar in foyer from 8:00pm to 11:30pm:

Complimentary full bar to include: beer, wine, soda and mix drinks up to \$2000.

Once dollar amount is reached, go to full cash bar.

Confirmation - continued

"The customer is always in the loop, to approve charges, as the event planning continues."

Event Charge Summary for 0803-1118

Event Date: 08-12-2003, Tuesday
Event Time: 8:00 PM - 11:30 PM
Resv. Time: 8:00 AM - 12:00 MID
Sponsor: Integrated Management Systems, Ltd.
Person Res:: Jerald M. Mock
Phone: 608-938-2501
Address: W5295 Hefty Road
City/State/Zip: Monticello, WI 53570

Requisition/PO#: VISA

Graduate School Of Banking Sr Class

Other Charge Items	Qty	Unit Charge	Amount	Tax
Late Building Close	1	25.00	25.00	N
Don't charge credit card! Only on file for guarantee				
**Will pay night of event				
Ask for Amy for payment, she will try to introduce herself to catering staff so you know who she is.				
GSB Contact is Jerald M. Mock jmock@chorus.net				
GSB is being sponsored by School of Business.				
Sponsor letter here, filed in sponsor binder under "B" for School of Business 9/26/02 jw.				
Signed terms and conditions here 9/26/02 jw.				
Signed contract here 8/22/02 lmh				
		Av-Tech Items	185.00	
		Special Items	0.00	
		Food Items	2,296.50	
		Facility Charges	0.00	
		Other Charges	25.00	
		Tax	136.49	
		Total	2,642.99	
		Payments	0.00	
		Due	2,642.99	

Confirmation - continued

“When the event is finished, a timely evaluation of your service is essential for continued service improvement”

Event Evaluation

To: Jerald M. Mock
W5295 Hefty Road
Monticello, WI 53570
608-938-2501
jmock@chorus.net

Date: 12-07-2006

From: Central Reservation

Subject: Event Evaluation

Event Title: Graduate School Of Banking Sr Class
Location: Great Hall (4th Floor)
Date of Event: 08-12-2003

Reservation ID#: 0803-1118
Building: Main Building
Event Start Time: 8:00 PM

Thank you for choosing the our facility for your recent event. We hope you had a successful and enjoyable experience. In order to continue your quality service expectations and enhance our products and performance, we would appreciate receiving your feedback. Please complete this evaluation form and rate the components of your event(s) on a scale from 1 to 4, with 4 as the highest. Please circle the appropriate number.

	4-Excellent	3-Good	2-Satisfactory	1- Needs Improvement
The Reservation staff was helpful and courteous.	4	3	2	1
The Reservations operating hours met my needs.	4	3	2	1
Making the room reservation was smooth and efficient.	4	3	2	1
The event occurred in the desired/preferred space.	4	3	2	1
The room setup was arranged per reservation request.	4	3	2	1
The on-site support for the event met expectations	4	3	2	1
The building had a neat and clean appearance	4	3	2	1
The audio-visual equipment met my needs	4	3	2	1
The Building and Event Services staffs were helpful and courteous.	4	3	2	1
The Food Service Staff was helpful and courteous.	4	3	2	1
The Food Service Staff was responsive to our needs.	4	3	2	1
The quality of the food and beverages met my expectations.	4	3	2	1
The food was provided/served according to the pre-arranged schedule.	4	3	2	1

How did you find out about our services?

In what ways can we improve our current products/services?

What other meeting service providers have you used?

Please compare our facilities/services (price, quality, service etc.) to the other providers you have used.

What new and/or additional meeting products/services would you like to see provided by the Wisconsin Union?
(Your additional comments are always welcome.)

Event Calendars

*"All Searches in RESS
can be printed in a user
definable calendar
formats."*

Integrated Management Systems, Ltd. Events Calendar

November 2006
facility = Great Hall (4th Floor)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 12:00 NO Latin Dance Lunch!(1106-782)-Great Hall (4th Floo	2 6:00 PM UW Foundation Campaign Celebration(1106-333)- Great Hall (4th Floo	3 11:30 AM Cabinet 99 Symposium Luncheon(1106-244)- Great Hall (4th Floo 9:00 PM Alpha Party(1106416)- Great Hall (4th Floo	4 8:00 PM DanceSport Team/The Right Step Showcase(1106-310)- Great Hall (4th Floo
5 6:00 PM A. Phi/Kappa Sig./Zeta Psi Humo Practice(1106-2388)-Great Hall (4th Floo	6 6:00 PM Tudor Dinner Rehearsals(1106-30)- Great Hall (4th Floo	7	8 11:30 AM Roundtable Lunch(1106-241)-Great Hall (4th Floo 7:00 PM A Night with the Simpson(1106-1710)- Great Hall (4th Floo	9 8:00 AM OHRD(1106- 2533)-Great Hall (4th Floo	10 8:00 AM Council for Local History Annual Meeting(1106-991)-Great Hall (4th Floo 9:00 PM Ten Percent Dance(1106- 308)-Great Hall (4th Floo	11 5:00 PM Mooney/Lane Reception(1106-294)- Great Hall (4th Floo
12	13 6:00 PM Tudor Dinner Rehearsals(1106-31)- Great Hall (4th Floo	14 6:30 PM Kendo Demonstration(1106- 1592)Great Hall (4th Floo	15 9:00 AM GIS Day(1106- 364)-Great Hall (4th Floo	16 9:00 PM UW Jazz Big Band(1106-485)-Great Hall (4th Floo	17 6:00 PM Army ROTC Badger Battalion Ball(1106322)-Great Hall (4th Floo	18 8:00 AM Thai Student Association(1106-320)- Great Hall (4th Floo
19 12:30 PM Sigma Theta Tau Induction Ceremony(1106-813)- Great Hall (4th Floo 6:00 PM A. Phi/Kappa Sig./Zeta Psi Humo Practice(1106- 2389)-Great Hall (4th Floo	20 6:00 PM Tudor Dinner Rehearsals(1106-32)- Great Hall (4th Floo 5:00 PM MC Conference(1106- 102)Great Hall (4th Floo	21	22	23	24	25
26	27 6:00 PM Tudor Dinner Rehearsals(1106-379)- Great Hall (4th Floo	28 6:00 PM Tudor Dinner Rehearsals(1106-380)- Great Hall (4th Floo	29 5:00 PM Tudor Dinner(1106-24)-Great Hall (4th Floo	30 5:00 PM Tudor Dinner(1106-25)-Great Hall (4th Floo		

Event Listings - continued

"Produce reports to post at building entrances, web sites, electronic displays or wherever event listings might be needed"

South Complex

Daily Schedule

Saturday December 02

109- Dag Hammarskjold	Table Tennis Tournament	12:00 NO	-	7:00 PM
Einsteins Cafe	WUD Winter Hardcore Festival	12:00 NO	-	12:00 MI
215a&b Jane Adams	Choi Tae Kwon Do Event	9:00 AM	-	6:00 PM
302B/C	Finance & Investment Society	11:00 AM	-	3:00 PM
230	Madison Board Games	12:00 NO	-	11:00 PM
246 Club Room	Indonesian Catholic	12:00 NO	-	2:00 PM
319	Nelson	2:00 PM	-	6:00 PM
270 Albert Schweitzer	MATS Turkish Folkdance Practice	2:00 PM	-	4:00 PM

Sunday December 03

Einsteins Cafe	Shakespearean Appreciation Workshop	9:00 AM	-	6:00 PM
302C	Falun Dafa Study Group	10:00 AM	-	2:00 PM
302B	Ballroom Dance Practice	1:00 PM	-	4:00 PM
240 Varsity Room	Winter Break 06 Orientation # 1	1:00 PM	-	4:00 PM
319	FASO-Panama Dance Troupe	1:00 PM	-	4:00 PM
109- Dag Hammarskjold	Best Buddies Social	2:00 PM	-	5:00 PM
215a&b Jane Adams	Belly dancing Practice	3:00 PM	-	6:00 PM

Monday December 04

270 Albert Schweitzer	Bicycle & Pedestrian Sub-Committee	11:00 AM	-	1:00 PM
246 Club Room	COE Stress Management	12:00 NO	-	1:15 PM
215A	Meditation Class	2:00 PM	-	4:30 PM
223 Lucy B. Stone	Meditation Class	2:00 PM	-	4:30 PM
140c Einsteins Cafeteria	PEOPLE Program After school Tutoring	3:00 PM	-	6:00 PM
Einsteins Cafe	PEOPLE Program After school Tutoring	3:00 PM	-	6:00 PM
319B	PEOPLE Program Meeting	4:00 PM	-	6:00 PM
215B	Culture Shock	8:30 PM	-	11:00 PM

Tuesday December 05

223 Lucy B. Stone	ME Faculty Lunch Meeting	12:00 NO	-	1:00 PM
230	Noon Chat	12:00 NO	-	1:30 PM
215B	Planning Committee	1:20 PM	-	3:30 PM
260 Susan B. Anthony	Network Services All Staff Meeting	2:30 PM	-	3:30 PM
140c Einsteins Cafeteria	PEOPLE Program After school Tutoring	3:00 PM	-	6:00 PM
Einsteins Cafe	PEOPLE Program After school Tutoring	3:00 PM	-	6:00 PM
109- Dag Hammarskjold	Dr. William Hurlbut	4:00 PM	-	6:00 PM

Facility Cards

*"Welcome meeting
guests with a list of
events that will be in this
room next or for the day"*

In the Board Room Today



Thursday 12-07-2006

Event Time

12:00 NOON 1:30 PM

3:45 PM 5:00 PM

Event Title

SPA Exec Board Meeting

Epilepsy Support Group

Catering Service Order

"For events that include catering, RESS provides ample space to enter the detail required."

Integrated Management Systems, Ltd.
W5295 Hefty Road
Monticello, WI 53570
Ph 608-938-2501

Catering Service Order

Reservation #: 1006-2010
Event Date: 10-03-2006, Tuesday
Event Time: 5:30 PM - 8:00 PM
Resv. Time: 2:30 PM - 9:00 PM

Sponsor: Religious Studies
Person Res: Jerald M. Mock
Address: W5295 Hefty Road
Monticello, WI 53570
608-938-2501
jmock@chorus.net

Food Service: Dinner
Food Source: Catering
Bar Service: wine
Location: The Capitol View
(check TITU) **Religious Studies Colloquium**

Event Details

Menu	Qty	Unit Charge	Amount	Tax
[Chicken Ambassador] A boneless breast of chicken stuffed with spinach & seasoned cream cheese and wrapped in puff pastry. Green beans with julien red bell peppers and white and wild rice blend are served on the side.	10	16.95	169.50	
[Jerk Vegetable Kabobs] Summer vegetable skewers marinated and grilled. Served on a bed of black beans and couscous with mango salsa.	9	15.50	139.50	
[Fudge Bottom Pie] A graham cracker crust topped with dark chocolate and filled with a smooth vanilla custard. Finished with whipped cream, more chocolate shavings and a fresh mint leaf.	20	2.50	50.00	
special salad meal	1	8.95	8.95	
House Wine Service	4	18.00	72.00	
		Tax	0.00	
		Total	439.95	

Event Type: Dinner
Guarantee Count: 20
Food Service Time: 5:45 PM
Bar Service Time: 5:45 PM-

Wine service with dinner, max of (2) bottles of red wine (2) white wine, pay per use. Please pour the first glass for the guests, leave the rest on the tables for them to serve themselves until the end of event, or until wine is gone.

There is a lecture after dinner.

(1) special meal:

Tossed Green Salad with cucumber and shredded carrots. a Julienned grilled chicken breast (no spices or seasoning) on the top. Lemon wedges on the side for the dressing. A fresh fruit cup for dessert.

** Do Not DEPOSIT **

(Will Be Paying By Req)

Setup Information **Setup:** Square **Room set for:** 20 Prefers Langdon or Cap View

Invoice

"When the invoice is created for an event, RESS adds it to accounts receivables for billing and payment tracking."

**Integrated Management Systems, Ltd.
W5295 Hefty Road
Monticello, WI 53570
Ph 608-938-2501**

Invoice Original Invoice Invoice Number **00020660**

Event Date: 08-12-2003, Tuesday
Reservation #: 0803-1118
Event Time: 8:00 PM - 11:30 PM

Sponsor:	Integrated Management Systems, Ltd.
Person Res:	Jerald M. Mock
Address 1:	W5295 Hefty Road
Address 2:	
City/State/Zip:	Monticello, WI 53570
Phone:	608-938-2501

Graduate School Of Banking Sr Class

Qty	Charge Items	Charge Each	Charge Total
AvTech Charge Items			
1	Data Line	35.00	35.00
1	Data Projector	150.00	150.00
Other Charge Items			
1	Late Building Close	25.00	25.00
	**Will pay night of event		
Food Charge Items			
2	Cocktail Meatballs 50	50.00	100.00
1	Bacon Water Chestnuts-50	65.00	65.00
1	Fruit Display 50	95.00	95.00
1	WI Cheese & Crackers-50	95.00	95.00
1	Open bar charges	1941.50	1941.50
Special Charge Items			
1	Water and cups	0.00	
Facility Charges			
			0.00
Av-Tech Items			185.00
Food Items			2,296.50
Other Charges			25.00
Tax			136.49
Total			2,642.99
Payments			0.00
Due			2,642.99

Please make check payable to Integrated Management Systems, Ltd.

For Office use Only

Method of Payment (check one)

- Cash / Check / Charge Card
- Departmental Requisition
- Transfer: Requisition # VISA
- Partial Final Misc

Original Invoice - Cashier's Office Copy 1 - Accounting Copy 2 - Reservations Office Copy 3 - Department
Printed on: 12-08-2006 At: 14:51

Reminders

*"Reminders can be created
on the fly while entering
reservation information."*

Integrated Management Systems, Ltd.
W5295 Hefty Road
Monticello, WI 53570
Ph 608-938-2501

Page 1

Reservation Report - Reminders

Saturday 11-04-2006 - Saturday 11-04-2006

<u>Date</u>	<u>Resv/Event Time</u>	<u>Room</u>	<u>Setup</u>	<u>Attn</u>	<u>Event Title</u>	<u>Sponsor</u>	<u>Information Still Needed/ Conflicting Detail</u>	<u>Av-Tech Approval</u>	<u>Special Approval</u>	<u>Food Approval</u>	<u>Overtime Approval</u>	<u>Resv ID#</u>
11-04-2006	7:00 AM- 2:00 PM 8:30 AM-11:00 AM	240	Rounds	140	Pharmacy Alumni Tailgate	Pharmacy, School of Pam French	Call for final setup	No	No	Yes	No	1106-424
11-04-2006	7:00 AM-11:00 AM 7:00 AM-11:00 AM	us mi	None	0	*Easels at Entrances	Union Staff Janie	US Miscellaneous Conflicts with 1106-1784	No	No	No	No	1106-2937
11-04-2006	7:00 AM- 1:00 PM 7:00 AM- 1:00 PM	the p	Tables/chairs	0	*Badger Bash - Radio stat	Central Reservations Amy Timm	The Plaza outside terrace Conflicts with 1106-1585	No	No	No	No	1106-1589
11-04-2006	7:00 AM- 6:00 PM 7:00 AM- 6:00 PM	240c	None	0	*hold for tailgates	Central Reservations	Update Reservation	No	No	No	No	1106-50
11-04-2006	7:00 AM-12:00 MI 7:00 AM-12:00 MI	240D	None	0	*PEOPLE Storage	People Program Jackie Dewalt	Update Reservation	No	No	No	No	1106-882
11-04-2006	7:00 AM- 6:00 PM 7:00 AM- 6:00 PM	240E	None	0	*hold for tailgates	Central Reservations	Update Reservation	No	No	No	No	1106-52
11-04-2006	8:00 AM- 2:00 PM 8:00 AM-11:00 AM	270	Dining	40	Peter Sytsma Tailgate	Wisconsin Alumni Assoc Peter Sytsma	Update Reservation	No	No	No	No	1106-482
11-04-2006	8:00 AM-11:00 AM 8:00 AM-11:00 AM	the p	Diagram	280	*Badger Bash - UW Marchin	Central Reservations Amy Timm	The Plaza outside terrace Conflicts with 1106-1589	No	No	No	No	1106-1585
11-04-2006	8:00 AM-12:00 NO 8:00 AM-12:00 NO	the p	Tables/chairs	0	*Badger Bash - Brat stand	Central Reservations Amy Timm	The Plaza outside terrace Conflicts with 1106-1589	No	No	No	No	1106-1587
11-04-2006	8:00 AM- 2:00 PM 8:30 AM-11:00 AM	240a&	Cleared	0	*Pharmacy Alumni Tailgate	Pharmacy, School of Pam French	Update Reservation	No	No	Yes	No	1106-2522
11-04-2006	8:00 AM- 8:00 PM 8:00 AM- 8:00 PM	games	Tables/chairs	100	*Badger Bash Games room s	Union Staff Bob Wright rcwright@facstaff.wisc	Update Reservation	No	No	No	No	1106-1597
11-04-2006	9:00 AM- 4:00 PM 9:00 AM- 4:00 PM	us mi	None	5	*ITA Wiscards	DoIT Tracy Hayes	US Miscellaneous Conflicts with 1106-2937	No	No	No	No	1106-1784

Listed On: 12-09-2006 AT: 06:30

Resource Orders

"RESS tracks resources to advise of conflicts, produce service orders and income reports."

Integrated Management Systems, Ltd.
AvTech Report

Page 1

Friday 12-01-2006 - Monday 12-11-2006
Audio Visual Order For 1206-1358

Event Date: 12-02-2006, Saturday
Event Time: 9:00 AM - 5:00 PM
Resv. Time: 8:00 AM - 12:00 MID
Location: Inn Wisconsin
AvTech Approval: No

Sponsor: Hooper Ski and Snowboard Club
Person Res: Amelia Faber
Phone:
Address:
City/State/Zip:

Hooper Ski & Snowboard Resale

Audio Visual Items	Qty	Beg. Time	End. Time	Amount	Tax
Phone Line	2	8:00 AM	12:00		Y
TV/DVD/VCR	1	8:00 AM	12:00		Y
Extension Cord	2	8:00 AM	12:00		N
Laptop PC	1	8:00 AM	12:00		Y
Data Line	1	8:00 AM	12:00		Y
				Tax	0.00
				Total	0.00

AvTech Remarks

TV/DVD/VCR outside of Inn - move TV into Inn at 5:30 pm.

Phone Line 1:

PHONE: 5-3843

ROOM: 2312 (Inn Wisconsin)

JACK: 2300-007

Phone Line 2:

PHONE: 5-6666

CURRENT ROOM: 3312 (Old Madison)

CURRENT JACK: 3300-011

NEW ROOM: 2312 (Inn Wisconsin)

NEW JACK: 2300-007 (Adauto - put in pair 2 of the jack....splitter needed)

Bringing in (1) additional desktop PC of their own, also bringing in own printer.

IP Address: 144.92.54.110 Subnet Mask: 255.255.255.0 Default Gateway: 144.92.54.1 (or Router for Macs) Preferred DNS Server: 144.92.254.254
Alternate DNS Server: 128.104.254.254

IP Address: 144.92.54.111 Subnet Mask: 255.255.255.0 Default Gateway: 144.92.54.1 (or Router for Macs) Preferred DNS Server: 144.92.254.254
Alternate DNS Server: 128.104.254.254

IP Address: 144.92.54.112 Subnet Mask: 255.255.255.0 Default Gateway: 144.92.54.1 (or Router for Macs) Preferred DNS Server: 144.92.254.254
Alternate DNS Server: 128.104.254.254

Resource Orders - continued

"In RESS, resources can be anything that you want to track including labor."

Integrated Management Systems, Ltd.
Special Items Report

Page 1

Friday 12-01-2006 - Sunday 12-10-2006

Event Date: 12-01-2006, Friday
Event Time: 9:00 AM - 9:00 PM
Resv. Time: 8:00 AM - 12:00 MID
Location: Tripp Commons
Special Approval: No

Sponsor: Hooper Ski and Snowboard Club
Person Res: Amelia Faber
Phone:
Address:
City/State/Zip:

***Hooper SnS Resale Alpine Skis/Boots**

Special Items	Qty	Beg. Time	End. Time	Amount	Tax
Security Door Core	1	8:00 AM	12:00	10.00	N
Garbage Can	4	8:00 AM	12:00		Y
Portable Wall	1	8:00 AM	12:00		Y
				Tax	0.00
				Total	10.00

Special Items Remarks

Door Core request sent 10/23 Imm.
 Group will be using deck also - for waxing and tuning skis.
 (4) Large Garbage Cans, no bags, on wheels, if possible.
 Portable wall set per diagram.

Setup

“Setup information in RESS can include as much detail as needed.”

Integrated Management Systems, Ltd.

Page 1

Operations Report for Tuesday 11-07-2006

Resv. Times	Event Times	Room	Setup	Atten	AvTech Items	Contact/Special/Remarks	Event Title	Food Service	Resv ID#
5:30 A - 9:30 PM	6:00 A - 9:30 PM	tripp	Diagram	4000		<u>Mike Staude</u> Election Officials will arrive at 6am Extra trash cans in the hallways Voting Booths from Profile Tallying of votes should take no later than 9pm.	Ward 47 Election Sit		1106-280
6:45 A - 11:15 PM	7:00 A - 11:00 PM	annex	None	0		<u>Gwen</u>	*Master Plan Office		1106-1059
7:00 A - 8:00 PM	7:00 A - 8:00 PM	board	As Is	10		<u>Stephanie A Biese*</u> please do not place in studio A or B 1Water and cups	College Democrats		1106-2641
7:30 A - 12:00 NO	8:00 A - 12:00 NO	rts	Classroom	15		<u>Michael Bernard</u>	DLS Economist Assess		1106-2795
8:00 A - 12:00 NO	8:00 A - 12:00 NO	campvan	None	20		<u>Jane Dymond</u>	*delivery to 21 Nort	am break	1106-2654
8:00 A - 12:00 MI	8:00 A - 12:00 MI	GH	Diagram	210		<u>Colleen McCabe</u> please have set by 2pm for catering diagram in 11/02/06 jaf coatracks in foyer 4Coatrack	*setup Roundtable Lu		1106-2942
					1Podium/Microphone				
8:00 A - 11:00 PM	8:00 A - 11:00 PM	profile	None	0		<u>Mike Staude</u>	*Storage for Electio		1106-282
8:00 A - 10:00 PM	8:00 A - 10:00 PM	rtn	None	0		<u>Dick Pierce</u>	*Facilities Office		1106-255
8:30 A - 12:00 NO	9:00 A - 11:30 AM	rre	Classroom	35	Speaker bringing own projector and laptop. Needs laptop audio run thru house sound. Adatuo: Meet Boyd at 8:15am to test audio connection.	<u>Judy Ballweg</u> _____ _____ _____ _____ _____ 8 ft table Signed contract. 10/26/06 Zmk 1Rolling Bulletin Board	Family Living Progra	break	1106-2622
					1Screen 1AV Cart				
9:15 A - 10:45 AM	9:30 A - 10:30 AM	rose	Conference	7		<u>Sue Rogers</u> prefers rosewood,	Marketing Staff Meet		1106-794

Setup - continued

Integrated Management Systems, Ltd.

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Operations Report for Tuesday 11-07-2006

Resv. Times	Event Times	Room	Setup	Atten	AvTech Items	Contact/Special/Remarks or capview or langdon	Event Title	Food Service	Resv ID#
						1Water and cups			
10:00 A - 8:00 PM	10:00 A - 8:00 PM	'25 Gall	None	0		<u>Eva Quigley</u>	Photography Midwest		1106-2076
10:00 A - 8:00 PM	10:00 A - 8:00 PM	LOL Gall	None	0		<u>Eva Quigley</u>	Cheap and Serious		1106-2097
10:00 A - 6:00 PM	10:00 A - 6:00 PM	Lit Tbl 1	None	0		<u>David Chistopher</u>	WUD Contemporary Iss		1106-2682
10:00 A - 8:00 PM	10:00 A - 8:00 PM	Main Gall	None	0		<u>Eva Quigley</u>	Photography Midwest		1106-2083
10:00 A - 8:00 PM	10:00 A - 8:00 PM	Th Gall	None	0		<u>Eva Quigley</u>	A Time Revisited		1106-2090
10:15 A - 3:15 PM	10:30 A - 3:00 PM	st.b	Conference	9		<u>Jay Ekleberry</u> Prefers Studio B 1Water and cups	Harmonica Private Le		1106-750
11:00 A - 4:00 PM	11:45 A - 4:00 PM	campvan	None	60		<u>Karen Peterson</u>	*Holiday Music Week	pm break	1106-2805
11:30 A - 1:30 PM	12:00 N - 1:00 PM	bf	Cleared	21	Do NOT lock boombox to a table.	<u>Jay Ekleberry</u> Large, carpeted, clearable space - BF, OM, INN Perfers BF 1Water and cups	Yoga - Off the Map		1106-864
					1Boombox				
11:30 A - 1:45 PM	12:00 N - 1:15 PM	inn	Square	40	1Screen 1AV Cart	<u>William Cronon</u> 1Water and cups	Environmental Histor		1106-799
11:45 A - 1:15 PM	12:00 N - 1:00 PM	langdon	Conference	20		<u>Ileana Rodriguez</u>	Writing Papers and T		1106-2508
11:45 A - 1:45 PM	12:00 N - 1:30 PM	cap	Conference	20		<u>Ronald Reynolds</u>	Astronomy/Physics Lu		1106-1127
12:00 N - 3:00 PM	12:00 N - 3:00 PM	Lit Tbl 2	None	2		<u>Kelly R Gersonde*</u>	Sex Out Loud Informa		1106-2912
12:00 N - 6:00 PM	1:00 P - 5:00 PM	ome	Conference	25		<u>Tanoea Norman</u> 1Flip Chart w/ 2 Markers	UW Foundation		1106-2438
12:30 P - 2:30 PM	1:00 P - 2:00 PM	rts	Conference	3		<u>Anna Hildebrandt</u>	Restaurant Marketing		1106-1863
12:45 P - 3:15 PM	1:00 P - 3:00 PM	St.a	Conference	6			Deli Interviews		1106-2941
1:00 P - 2:30 PM	1:00 P - 2:15 PM	omw	Conference	6		<u>Richard Pierce</u>	Staff Security Meeti		1106-2800
1:15 P - 3:15 PM	1:30 P - 3:00 PM	langdon	Conference	6		<u>Dick Pierece</u>	Fire Alarm Group		1106-2975
1:30 P - 3:00 PM	1:30 P - 3:00 PM	rose	Conference	6	please log in and hook up the mouse 1Laptop PC	<u>Amy Timm</u>	Event Planning Meeti		1106-1364

Setup - continued

Integrated Management Systems, Ltd.

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Operations Report for Tuesday 11-07-2006

Resv. Times	Event Times	Room	Setup	Atten	AvTech Items	Contact/Special/Remarks	Event Title	Food Service	Resv ID#
					1Data Line				
3:30 P - 6:00 PM	4:00 P - 5:30 PM	cap	Herringbone	20	Bringing own laptop	<u>Corinne Amy Eng</u> Please place stick stand and 6' reg. table in hall. 1Water and cups 1Stick Stand 1Flip Chart w/ 2 Markers 2Easel	Union 101		1106-628
4:00 P - 10:30 PM	7:30 P - 10:00 PM	theater	As Is	300		<u>Jared Davis</u> *****BS please set by 5:00pm (1) table in inner lobby	Sneak Preview-Strang		1106-2516
4:30 P - 7:00 PM	5:00 P - 7:00 PM	rre	Square	40		<u>Natasha Kassulke</u> please leave in RRE, OM Inn or BF	Music Committee		1106-1547
					1Screen 1Document Camera 1Data Projector				
4:30 P - 6:30 PM	5:00 P - 6:00 PM	rts	Cleared	5		<u>Anh Y Duong</u>	VSA Practice		1106-2938
4:45 P - 6:00 PM	5:00 P - 6:00 PM	inn e	Conference	30		<u>Patrick McLeod</u> 1Water and cups	ASM Shared Governanc		1106-1252
4:45 P - 7:15 PM	5:00 P - 7:00 PM	rose	Conference	15		<u>Rob Henn</u> 1Water and cups	CAPE		1106-2841
5:00 P - 7:30 PM	5:30 P - 7:00 PM	bf	Herringbone	50		<u>Greg Iaccarino</u>	HOSA General Meeting		1106-874
5:00 P - 7:00 PM	5:30 P - 6:30 PM	omw	Conference	20		<u>Carl Williams</u>	ASM Legislative Affa		1106-1142
5:00 P - 12:00 MI	5:00 P - 12:00 MI	St.a	Conference	12		<u>Jeffrey Berger</u> needs long conference table 1Water and cups	Dungeon Master's Ass		1106-1713
5:30 P - 7:00 PM	5:30 P - 7:00 PM	hooper Lg	standard	15		<u>Jim Rogers</u>	Hooper Officer and L		1106-2803
					1Data Projector				
5:30 P - 7:30 PM	6:00 P - 7:00 PM	langdon	Conference	17		<u>Alison Hamer</u> 1Easel 1Water and cups	PRSSA Mini-Conferenc		1106-942
5:30 P - 8:30 PM	6:00 P - 8:00 PM	bunyan	Herringbone	20		<u>David Christopher</u> 1Flip Chart w/ 2 Markers 1Easel 1Water and cups	WUD Contemporary Iss		1106-1237

Setup - continued

Integrated Management Systems, Ltd.

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Operations Report for Tuesday 11-07-2006

Resv. Times	Event Times	Room	Setup	Atten	AvTech Items	Contact/Special/Remarks	Event Title	Food Service	Resv ID#
5:45 P - 9:15 PM	6:00 P - 9:00 PM	st.b	Conference	5		<u>Jay Ekleberry</u> Prefers Studio B except when performance in Play Circle.	Voice Private Lesson		1106-664
					1Piano	1Water and cups			
5:45 P - 7:15 PM	6:00 P - 7:00 PM	Travel	Conference	25		<u>Sarah Williams</u> please be sure that flipchart and boombox be set in room by 5pm	WUD Global Connectio		1106-1256
					1Boombox	1Flip Chart w/ 2 Markers			
6:00 P - 7:00 PM	6:00 P - 7:00 PM	inn e	Conference	30		<u>Daniel R Chavas*</u>	Global Warming:FACT		1106-2943
6:00 P - 12:00 MI	6:30 P - 11:45 PM	inn w	Conference	9		<u>Sree Atluru</u> Must be handicapped accessible.	ASM Finance Committe		1106-816
						1Water and cups			
6:00 P - 7:30 PM	6:00 P - 7:30 PM	cap	Conference	30		<u>Robin Schmoltd</u> 1Flip Chart w/ 2 Markers	WUD Film Committee M		1106-1308
6:15 P - 9:15 PM	6:30 P - 9:00 PM	cs	None	9		<u>Jay Ekleberry</u> Water and cups	Art in the Dark: B&W		1106-992
					1Screen				
6:30 P - 9:30 PM	6:30 P - 9:30 PM	cs	None	7		<u>Jay Ekleberry</u>	Adirondack Chair		1106-998
6:30 P - 9:30 PM	6:30 P - 9:30 PM	cs	None	9		<u>Jay Ekleberry</u>	Metal Designs		1106-773
6:30 P - 9:00 PM	6:30 P - 9:00 PM	cs	None	9		<u>Jay Ekleberry</u>	Intro to Wheel Potte		1106-808
6:30 P - 8:30 PM	7:00 P - 8:00 PM	ome	Conference	30		<u>Kate Mulligan</u>	War on Hunger Campai		1106-2738
					1Screen				
6:30 P - 8:30 PM	7:00 P - 8:00 PM	rts	Cleared	10		<u>Adam Holt</u> prefers carpet 1Water and cups	Diamond Way Buddhist		1106-840
7:00 P - 9:15 PM	7:00 P - 9:00 PM	inn e	Conference	25		<u>Alex Grace</u>	WUD DLS Committee Me		1106-1248
7:00 P - 9:00 PM	7:30 P - 8:30 PM	mu misc.	Lecture	30	Bringing in own laptop (IBM PC)	<u>Sarah Griffin</u> 8ft food table Organizer arriving at 7 pm to set up. ht/2 1Water and cups	Skanska Information	pm break	1106-1415
					1Screen 1AV Cart				

Setup - continued

Integrated Management Systems, Ltd.

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Operations Report for Tuesday 11-07-2006

Resv. Times	Event Times	Room	Setup	Atten	AvTech Items	Contact/Special/Remarks	Event Title	Food Service	Resv ID#
7:15 P - 9:45 PM	7:30 P - 9:30 PM	rose	Conference	12		<u>Chandra Hinton</u> prefers Rosewood 1Water and cups	Chicago POSSE 4		1106-2168
7:30 P - 10:00 PM	8:00 P - 9:30 PM	bf	Lecture	50		<u>Tom Lyons-Rep</u> 1Water and cups	Club Baseball Meetin		1106-2791
7:45 P - 10:15 PM	8:00 P - 10:00 PM	langdon	Conference	25		<u>Ann L Slabosky</u>	Sex Out Loud Volunte		1106-2671
8:00 P - 10:00 PM	8:15 P - 9:45 PM	board	Conference	10		<u>Dylan Rath</u>	ASM Coordinating Cou		1106-1408
8:00 P - 10:30 PM	8:00 P - 10:00 PM	rre	U Shape	30		<u>Lauren Fahey</u>	Students for Familie		1106-2229

Listed on: 12-09-2006 AT: 08:34

Sales/Forecasts/Statistics

"The RESS sales/forecasting reports have been designed to provide detailed reports for any period of time."

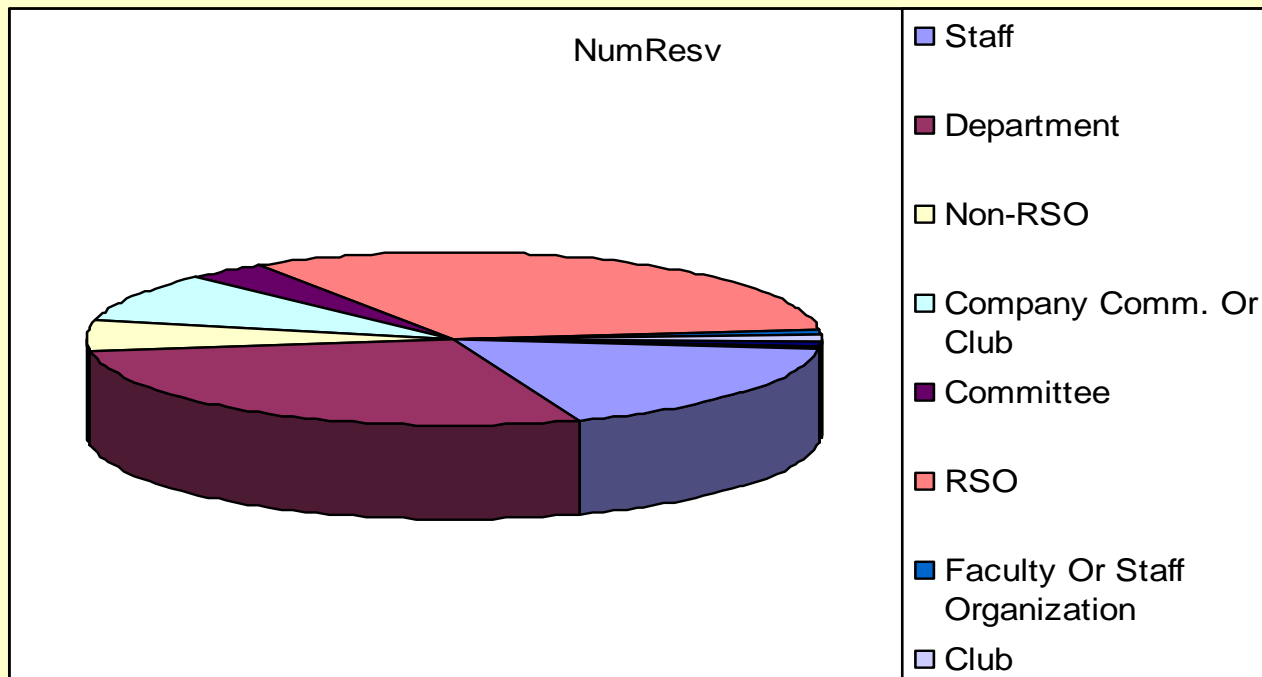
Integrated Management Systems, Ltd.
W5295 Hefty Road
Monticello, WI 53570
Ph 608-938-2501

Page 1

Organization Type Reservations for 11-01-2006 - 11-30-2006

Organization Type	Resvs	Attn	Hours	Charges
RSO	747	25737	1947	5737.70
Committee	86	1405	204	40.00
Faculty Or Staff Organiza	24	1009	61	3069.40
Gov't Agency	15	4676	85	2806.75
Club	27	687	136	359.50
Member	19	1134	150	12826.75
Non-RSO	131	5820	453	1053.32
Company Comm. Or Club	211	24131	798	8184.67
Staff	410	6310	2264	514.85
Dept	660	25049	2565	104268.58
Total	2330	95958	8663	\$138,861.52

Chart Statistical Results



Sales/Forecasts/Statistics - continued

Reservations for 11-01-2006 - 11-30-2006

Search Restricted by:

<u>Event Type</u>	<u>User Type</u>	<u>Resvs</u>	<u>Attn</u>	<u>Hours</u>	<u>Taxes</u>	<u>Charges</u>
AM Break	Uw Dept	14	280	24	0.00	1542.90
AM Break	Gov't Agency	1	36	2	0.00	198.20
Breakfas	Union Staff	1	6	1	0.00	53.70
Breakfas	Uw Dept	4	140	4	0.00	317.00
Breakfas	Faculty Or Staff Organiza	1	95	2	38.23	733.23
Break-ou	Uw Dept	77	1938	619	0.00	1754.60
Dance	06-07 RSO	13	2290	53	9.90	1026.65
Deli	Uw Dept	20	26	52	0.00	1227.20
Deli	Union Comm. Or Club	2	0	0	0.00	108.88
Dinner	Union Comm. Or Club	5	326	17	0.00	408.00
Dinner	Uw Dept	4	173	10	0.00	3944.90
Dinner	Gov't Agency	1	150	7	8.25	2220.75
Dinner	Union Staff	3	35	6	11.51	472.66
Dinner	non-RSO	1	100	4	0.00	732.32
Dinner	06-07 RSO	1	92	4	0.00	1137.12
Exhibitio	Union Comm. Or Club	28	0	280	0.00	0.00
Fair	06-07 RSO	1	75	12	0.00	50.00
Fair	Uw Dept	3	160	14	0.00	164.90
Film	Uw Dept	8	600	20	0.00	0.00
Film	06-07 RSO	5	363	11	0.00	0.00
Film	Union Comm. Or Club	25	5188	62	0.00	490.00
Film	Hoofer Club	1	300	2	0.00	0.00
Forum	Gov't Agency	6	4000	55	0.00	0.00
Forum	06-07 RSO	2	200	4	1.10	21.10
Hold	Union Staff	38	25	534	0.00	0.00
Hold	Union Comm. Or Club	1	0	0	0.00	0.00
Hold	Uw Dept	3	50	8	0.00	0.00
Hold	06-07 RSO	1	0	3	0.00	0.00
Hold	Faculty Or Staff Organiza	1	0	1	0.00	0.00
Info Ses	Uw Dept	15	379	17	62.82	1720.82
Info Ses	06-07 RSO	2	45	2	0.00	0.00
Info Ses	ASM Committee	5	108	1	0.00	0.00
Lobby Ta	Union Comm. Or Club	1	0	8	0.00	0.00
Lobby Ta	06-07 RSO	2	0	9	0.00	0.00
Lunch	Uw Dept	10	400	6	0.00	4302.39
Lunch	Member	1	35	2	0.00	539.05
Lunch	Faculty Or Staff Organiza	2	210	2	0.00	1800.00
Lunch	Gov't Agency	1	250	1	0.00	0.00
Meals	Union Comm. Or Club	3	37	13	0.00	802.73
Meals	Uw Dept	2	125	7	0.00	697.85
Meeting	Non-RSO	129	5120	447	8.25	329.25
Meeting	Uw Dept	367	12538	850	12.38	9340.66
Meeting	Union Staff	83	987	124	0.00	0.00
Meeting	Faculty Or Staff Organiza	19	494	40	1.10	575.50
Meeting	06-07 RSO	664	19713	1573	57.51	2401.04
Meeting	ASM Committee	80	1295	195	2.20	42.20
Meeting	Union Comm. Or Club	73	2635	142	0.00	1074.76
Meeting	Hoofer Club	13	312	29	0.00	299.50
Meeting	Member	5	55	9	0.00	164.55
Meeting	Gov't Agency	3	105	7	0.00	0.00
Mini-Cou	Union Staff	185	2726	437	0.00	0.00
Miscella	Uw Dept	46	281	539	1.97	36453.35
Miscella	Union Staff	89	512	1104	0.00	0.00
Miscella	ASM Committee	1	2	8	0.00	0.00
Miscella	06-07 RSO	33	309	196	0.00	75.00
Miscella	Union Comm. Or Club	21	10	129	0.00	111.72
Miscella	Member	3	108	20	7.90	151.50
Miscella	Hoofer Club	7	75	38	0.00	60.00
Miscella	Gov't Agency	1	60	1	0.00	0.00

Sales/Forecasts/Statistics - continued

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Reservations for 11- 01-2006 - 11-30-2006 - continued

Search Restricted by:

<u>Event Type</u>	<u>User Type</u>	<u>Resvs</u>	<u>Attn</u>	<u>Hours</u>	<u>Taxes</u>	<u>Charges</u>
Performa	Union Comm. Or Club	44	14300	116	0.00	934.96
Performa	Union Staff	2	560	6	0.00	0.00
Plenary	Uw Dept	23	2823	176	0.00	6448.60
Plenary	non-RSO	1	600	2	0.00	0.00
Plenary	Gov't Agency	1	60	5	0.00	295.00
Plenary	06-07 RSO	1	50	2	0.00	0.00
PM Break	Uw Dept	11	475	25	0.00	1882.00
PM Break	Union Comm. Or Club	1	0	0	0.73	11.15
Receptio	Uw Dept	12	1310	26	120.97	8079.37
Receptio	Union Comm. Or Club	1	40	1	0.00	59.40
Receptio	Member	8	818	100	538.91	10887.21
Receptio	06-07 RSO	1	80	4	0.00	80.00
Receptio	Union Staff	3	0	18	0.00	0.00
Set-Up B	Uw Dept	20	1519	101	1.38	284.88
Set-Up B	Union Comm. Or Club	1	0	2	0.00	0.00
Set-Up B	Member	1	30	16	0.00	0.00
Set-Up B	06-07 RSO	2	75	16	0.00	0.00
Set-Up B	Faculty Or Staff Organiza	1	210	16	0.00	0.00
Set-Up B	Hoofer Club	6	0	67	0.00	0.00
Social	06-07 RSO	15	1115	37	4.13	863.43
Social	Uw Dept	3	225	5	17.13	2822.03
Social	Union Staff	6	1459	34	0.00	0.00
Social	Union Comm. Or Club	2	520	9	0.00	2610.50
Social	Member	1	88	3	84.49	1715.74
Theater	Union Comm. Or Club	1	1000	2	0.00	0.00
Theater	06-07 RSO	3	1300	19	0.00	0.00
VIP	Uw Dept	13	1527	30	0.00	21126.98
VIP	06-07 RSO	1	30	2	0.00	156.00
VIP	Union Comm. Or Club	1	75	1	18.60	1391.90
Wiscard	Gov't Agency	1	15	7	0.00	101.05
Wiscard	Uw Dept	5	80	32	0.00	2374.80
Wiscard	Union Comm. Or Club	1	0	16	0.00	200.00

Reservations Summary

Number of Reservations	2330
Attendance	95958
Hours Used	8663
Taxes Charged	\$1,009.46
Total Charges	\$139,870.98

Work Orders

“Work Orders can be defined to included audio visual orders, labor, special projects etc.”

Integrated Management Systems, Ltd.
 W5295 Hefty Road
 Monticello, WI 53570
 Ph 608-938-2501

Work Order #0803-1118

Page 1

This Event is scheduled for Union South

Event Date: 08-12-2003, Tuesday
Reservation #: 0803-1118
Title: Graduate School Of Banking Sr
Sponsor: Integrated Management Systems, Ltd.
Event Time: 8:00 PM - 11:30 PM
Requested by: Jerald M. Mock
Address: W5295 Hefty Road
 Monticello, WI 53570

Location: 109- Dag Hammarskjold
Event: Reception
Setup: Rounds
Attendance: 150
On: 12-11-2006
Phone: 608-938-2501
Fax: 608-938-2502
Email: jmock@chorus.net

Item	Order	Start	End	Used
Audio Visual Items				
Data Line	1	8:00 AM	12:00 MID	16
Data Projector	1	8:00 AM	12:00 MID	16
Special Items				
Water and cups	1	8:00 AM	12:00 MID	16

AvTech Notes **Request for Midnight close approved by Roger via email on 7-31-03
 Group is bringing a band.
 Music must stay below 104db.
 Music must end half hour before building close at 11:30pm

Special Items Notes Notes for next year: requested parking pass day of for dj, also asked for signs night of.
 (12) rounds on West side of room, (8) chairs each.
 Middle cleared for dancing.
 Cambro of water.
 Chairs around perimeter.
 8' bar table in foyer
 18' food table along east wall of GH
 (4) cabarets in GH foyer
 Have room set and ready at 7pm, group coming in to setup

Remarks (12) rounds on West side of room, (8) chairs each.
 Middle cleared for dancing
 Cambro of Water.
 Chairs around perimeter.
 8' bar table in foyer
 18' food table along east wall of GH
 (4) cabarets in GH foyer
 Have room set and ready at 7pm, group coming in to setup.

Supervisor(s)Worker(s)

Date/Time _____	Date/Time
Comments	

Work Orders - Continued

“RESS interfaces with Room Viewer® to produce setup diagrams that can be included on any report.”

Integrated Management Systems, Ltd.
W5295 Hefty Road
Monticello, WI 53570
Ph 608-938-2501
Work Order #0803-1118

Page 2

This Event is scheduled for Union South
Setup Diagram for Graduate School of Banking Sr. Class
Event Date: 08-12-2003
Setup Style: Rounds

