

Dean of Science

Poster Board Booking Form

Name:

Department:

Contact Information:

Number of Boards Required:

Event:

Location:

Date Required:

Time Required*:

Return Date:

Return Time*:

Facman Work Order No.:

Miscellaneous:

Notes:

Please note, you are responsible to book the Facilities Management movers at

facman@mun.ca or 864-7600

***IMPORTANT** - ensure FACMAN has your contact information in case they need to contact you.*

If boards are required for Monday morning, movers must be booked for delivery on Friday.

If boards are to be used on Friday afternoon, movers must be booked to return boards on Monday morning.

Please Note: A \$25 per board per day charge will apply for non Faculty of Science departments