



Job Request Form

Recipient Name: _____
Work Site Address: _____
Zip Code _____
Best Time to Call : _____

Home Phone #: _____
Work Phone # : _____
Cell Phone #: _____
Email Address: _____

Job Description

Please indicate job(s) to be performed, and describe specifically in the space provided below.
Other _____

How did you hear about The BIG Event?

Newspaper Radio Poster Friend Television

INSIDE JOBS

____ Washing Windows-# of windows
____ Cleaning/Sweeping
____ Painting (include description)
____ Other : _____

Supplies

____ I can provide all supplies needed
____ I need The BIG Event to provide some supplies
____ I need The BIG Event to provide all supplies List: _____

OUTSIDE JOBS

____ Washing Windows-# of windows
____ Moving Dirt/Digging
____ Raking Leaves
____ Trimming Trees/Hedges
____ Painting (include description)
Please include a detailed description of job requested: _____

Authorization

I certify that I am the owner or have obtained approval from the owner of the jobsite concerning the above requested improvement. I understand this is only a job request and all job requests must be approved by The BIG Event Committee.

X _____
Signature Date

Return completed job request form to:

NSU Office of Student Affairs- The BIG Event
601 N. Grand Ave
Tahlequah, Oklahoma 74474
Fax: (918) 458-2340
E-mail: starcke@nsuok.edu
Phone: (918) 444-2120
Website: www.nsuok.edu/thebigevent