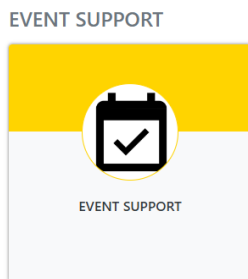


How to Submit a Request for Event Support

(Available to anyone at Dalhousie University – Staff, Faculty and Students)

**Facilities Management does not manage or organize events. If you require assistance with event organization on campus, please visit the [Event & Conference Services](#) website. The spaces for your event must be booked prior to submitting a support request.*

1. **Log into Fixit.Dal.ca.**
2. **If it is the first time you visit the site, go to your User profile and enter your phone number.**
3. **Use the EVENT SUPPORT tile. You must have a fund/org or account number**



4. This tile will help with support needs such as **custodial services, furniture moves, HVAC or lighting requests**, etc. You must have an account number to use this tile and Facilities Management requires 10 days' notice prior to an event in order to ensure the requested services can be provided.

Reminders:

- You can check status of all the work you've submitted under **Processes**.
- You can limit email notifications any time by visiting User Profile-Notifications-Edit OR by using rules in Microsoft office. You will still see all notifications on the Fixit.dal.ca webpage on the upper left.
- You can tag colleagues in comments once the request has been submitted. Simply start to type their name. The name will only appear once someone has logged into fixit.dal.ca at least once.
- Email fixit@dal.ca any time for assistance.