**TECH Shift Report- <*enter date*>, <*enter shift*>; <*enter name*>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Crew** | **What I DID?** | **When I did it.** | **What needs to be DONE?** | **By when?** |
| **400 Level** | Ballroom Lobby |  |  |  |  |
| Ballroom - 1, 2, & 3 |  |  |  |  |
| Ballroom - 1 |  |  |  |  |
| Ballroom - 1 & 2 |  |  |  |  |
| Ballroom - 2 |  |  |  |  |
| Ballroom - 2 & 3 |  |  |  |  |
| Ballroom - 3 |  |  |  |  |
| Conf. Rm 409 |  |  |  |  |
| Conf. Rm 410 |  |  |  |  |
| Conf. Rm 411 |  |  |  |  |
|   |   |   |   |   |   |
| **300 Level** | Conf. Rm 343 |  |  |  |  |
| Multi- 345 A&B |  |  |  |  |
| Multi- 345A |  |  |  |  |
| Multi- 345B |  |  |  |  |
| Multi A or B Lobbies |  |  |  |  |
| Main Lobby |  |  |  |  |
| Multi Corridors |  |  |  |  |
| Patios (Montour) |  |  |  |  |
|   |  |  |  |  |  |
| **200 Level** | Hideaway 230 |  |  |  |  |
| MCC 230 |  |  |  |  |
| Conf. Rm 227 |  |  |  |  |
| Conf. Rm 226 |  |  |  |  |
| Games Room |  |  |  |  |
| Fireside Lounge |  |  |  |  |
| Patio (S. Commons) |  |  |  |  |
| SC Amphitheatre |  |  |  |  |
|   |  |  |  |  |  |
| **MANDATORY Shift Report Questions** |
| **What is the date and time of my building report?** **Is it the most recent?** |  |
| Are setup diagrams available for rooms or events? |  |
| What happened on my shift? Did anyone tell me anything? |  |
| Did the last shift miss anything?Was their report accurate? |  |
| What does the next shift need to know? |  |
| What was cancelled (check email, reservations)? |  |
| Were there last minute requests? Did you give anyone equipment that is not on the building report? |  |
| Were there problems in any of the supported areas? |  |
| Is equipment broken, missing, or not functioning? |  |
| Do you have additional suggestions or comments (for anything work-related)? |  |
| Were conference rooms checked and equipment reset (wireless mouse, wireless keyboard, presentation mouse)?Is anything missing or disconnected? |  |

**Directions on composing and sending a shift report**

**Shift reports are MANDATORY. You MUST send reports AFTER or AT THE END of EVERY shift.**

**See** [**http://orgs.bloomu.edu/kubtechcrew/reports\_shift.html**](http://orgs.bloomu.edu/kubtechcrew/reports_shift.html) **for additional information.**

1. Log onto one of the staff computers in the Tech Crew office using the **stkubtech** account.
2. Open Microsoft Outlook
3. Open a new email.
	1. Under the Home tab, click "New Email" from the top left OR
	2. Simultaneously press the Ctrl key and the N key (Ctrl + N)
4. Enter Email Subject Line
	1. Copy and paste the following line into the subject line of the email: TECH Shift Report- [enter date], [enter shift]; [enter name]
	2. Replace the terms in < > with the actual information, such as today's date, the start and end times of your shift, and your name. If two people are on the same shift, then only one shift report needs to be sent, but both persons’ names must be in the shift report.
	3. The final subject line should have this format: TECH Shift Report- 10/2/2016, 8:00am-10:30am; John Doe
5. Copy and paste the formatted table and information from the Technical Crew Shift Report Template into the body of the email.
6. Update the information according to the Building Events Schedule. Add times and/or specific information into the table fields. Table fields will automatically expand when typing information.
7. Enter email addresses in the "To..." field.
	1. Click the "To..." button.
	2. Under Address Book, click the down arrow to expand the dropdown list.
	3. Choose "Contacts".
	4. From the main data window, choose the “Tech Crew Shift Reports” group. Either double-click the group, or select the group and click the "To ->" button. This group has all persons to which the email must be sent.
	5. Click OK to exit the Select Names window and return to the email message.
8. After you have entered all appropriate details, click the Send button.