

HIGH/ Middle SCHOOL REQUEST FOR EVENT SCHEDULING

(When complete, return. to ASB/Athletics Office)

Class/Club/Organization Responsible _____

- Lunch Activity Evening Event (additional form (on back) required)
 Meeting Other
 All-School Assembly (Please attach
assembly agenda)

Date(s) Requested: _____ Time: _____

Teacher/Adult in charge: _____

— Brief Description:

Facility Requested: _____

(MUST HAVE APPROVAL SIGNATURE BELOW)

- Microphone: _____ Podium: _____ Other: _____
 Tables #: _____ Table Sizes: _____ Chairs #: _____

Person(s) Responsible for Clean-Up: _____

REQUIRED SIGNATURES

Club/ASB Faculty Advisor

Student Representative

Theatre Manager
(REQUIRED for Auditorium/Little Theater use)

(REQUIRED for sound system use)

ASB/Athletic Secretary
(REQUIRED for Facility Use)

(For Office Use Only)

- Approved to Publicize
 Approved for Bulletin
 Copy to Principal - Required

Assistant Principal's

_____ Date: _____
Paul Lagerstedt

Approval: Cc: Eaton, Patton/Phillips

Evening Event/Dance Checkout

This form must be submitted at least two weeks prior to the event or the activity may be cancelled. Fill out and duplicate, one copy should be retained by your advisor and the other should accompany your REQUEST FOR EVENT SCHEDULING form.

Date of Event: _____

Request for scheduling completed? yes no

Start time: _____ End time: _____

Location: _____

Name of entertainment:

Address and phone number:

Advisor/Staff Member Responsible:

- Contract signed? yes no n/a
- Purchase order completed? yes no n/a
- Photographer arranged? yes no n/a
- Cash box needed? yes no n/a
- Clean up crew arranged yes no
- Security arranged? yes no n/a

(you must hire a minimum of two *off-duty* police officers for major dances.)

Chaperones: You must have at least SIX. Two of these must be faculty chaperones. Please try for a balance of male and female chaperones.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____ Date

Administrator's Final Approval

Date