

# Master Calendar Request

## Rio Americano High School

**EVENT:**

**DATE OF EVENT:**

**DAY OF WEEK:**

**ACTUAL EVENT TIME:** From

To

TIME: From **Set Up**

To **Take Down**

**LOCATION(S) OF EVENT:**

NUMBER OF PEOPLE EXPECTED (APPROX.):

PA SYSTEM NEEDED

YES

NO

WOULD LIKE PUBLICIZED ON SCHOOL WEBSITE CALENDAR

YES

NO

Advertise on the Website Rotator?

YES

NO

Advertise on the Digital Sign?

YES

NO

### REQUIRED FOR ALL EVENTS

Phone Number:

Name of Contact Person:

Contact Person E-Mail Address:

Today's Date:

Revised Date:

### FOR OFFICE USE ONLY

Custodial Services Copy: \_\_\_\_\_

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Website Calendar: \_\_\_\_\_

Civic Permits Calendar: \_\_\_\_\_

WILL HEAT BE NEEDED:

NO WILL AIR BE NEEDED:

PODIUM NEEDED:

NUMBER OF TABLES NEEDED:

NUMBER OF CHAIRS NEEDED:

NUMBER OF RISERS NEEDED:

COMMENTS:

**PLEASE PROVIDE DIAGRAM OF SET-UP**

If you have any questions, please contact Alexis Hart at 916- 971-7499 or via email at [alexis.hart@sanjuan.edu](mailto:alexis.hart@sanjuan.edu).