

Blackwell Elementary Event Scheduling Form

(REQUIRED for all events held at Blackwell)

Notes:

- Please turn in forms four weeks prior to the event—at a minimum. Return form to the Blackwell Office Professional.
- If tables or other equipment have to be ordered from the district warehouse, this must be done 60 (sixty) days or earlier from the district. See our Secretary for ordering information.
- The kitchen and kitchen items will not be available for events.

Date Submitted: _____ **Event:** _____

Is this a recurring event (i.e. weekly class?) Yes ___ or No ___

Person in Charge of Event: _____ **Contact Number:** _____

Contact Email: _____

Event Date(s): _____ **Day of the Week:** _____ **Event Location:** _____

Set Up Start Time: _____ **Event Start Time:** _____

Anticipated Ending Time: _____ **Clean Up End Time:** _____

Is there a plan to provide Morning Announcements? Y___ or N___ **Dates?** _____

Is there a plan to provide a Blackwell Beat newsletter article? Y___ or N___

Rooms Affected: Gym _____ Commons _____ Library _____

Front Door Unlock time for Set Up: _____

Front Door Unlock time for Event Entry: _____

****In case of district weather closures or no night custodian, the afternoon and evening events must be cancelled****

Equipment Needed:

Chairs: # _____ **Sound System:** _____ **Extension Cords:** _____

Tables (Types available: 6ft folding and 12 ft cafeteria): # _____ **Type:** _____

Stage: _____ **Screen:** _____ **Projector:** _____

Garbage Cans: # _____ **Wall Down? Yes___ or No ___** **Other:** _____

Help needing setting up (Custodians, etc.) Yes___ or No___

Signature of Requesting Individual: _____

Principal Signature: _____ **___Approved ___Denied**

For Administrative Use: **All signatures needed as applicable

Building Use Coordinator: _____ **Custodian:** _____

YMCA Notified: _____ **YMCA Relocation Plan:** _____

Library: _____ **Music:** _____ **PE:** _____