☐ 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**

_____ _____

ASB/Athletic Secretary (REQUIRED for Facility Use) **(REQUIRED for sound system use)**

_____

(For Office Use Only)

☐ Approved to Publicize

☐ Approved for Bulletin

☐ Copy to Principal - Required

Principal's Signature: _____ Date:_____

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. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Date _____

_____ _____

Administrator's Final Approval Date