

# Special Event Request

Name of Person Initiating Request: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Person in charge of Event: \_\_\_\_\_

Other Adults Present: \_\_\_\_\_

Name of Group/Club/Activity: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Time of Set-up: \_\_\_\_\_

Facility Requested; Please Circle:

North Campus

South Campus

Gym

AP Room

Commons

Classroom # \_\_\_\_\_

Other: \_\_\_\_\_

Equipment Needed:

Sound System Needed: (Specific Instructions)

Lighting Needed: (Specific Instructions)

Refreshments being served if any: Brought in \_\_\_\_\_ Contracted with Marriott \_\_\_\_\_

Diagram of Set-up:

Specific Equipment Returned to: \_\_\_\_\_ By When: \_\_\_\_\_

**RETURN TO PRINCIPAL AT LEAST ONE WEEK PRIOR TO EVENT.**

BONNIE/EVENTREQ