



# EVENT REQUEST FORM

To be used when requesting an event be held on school grounds.

## Requestor's Information

Name of Teacher/Sponsor Responsible	Email	Date
Name of Outside Organization Participating	Email	Date

## Description of Event

Event Title
Purpose of Event

## Facilities/Room Needs

Room/Facility Usage Request	Set Up Date & Time	Tear Down Date & Time
Time & Date of Student Attendance	Grade levels to attend	Expected # of Parents/Public
Additional Items Needed <i>(Rooms come "as is" unless you specifically request additional items. IE: chairs, tables, podium, garbage cans, technology...)</i>		Request SRO/Admin Attendance
		<input type="checkbox"/> Yes <input type="checkbox"/> No

