

## A SPECIAL EVENT REQUEST FORM

Name of Event: \_\_\_\_\_ School or PTA

Name of Contact Person/s \_\_\_\_\_

Phone # of Contact Person \_\_\_\_\_ Date(s): \_\_\_\_\_

Location: \_\_\_\_\_ (if in the gym, will you need the stage? Yes or No

Grade level(s) involved: \_\_\_\_\_

Approximate # of students: \_\_\_\_\_ Approximate # of adults: \_\_\_\_\_

Time starts: \_\_\_\_\_

Time to set up: \_\_\_\_\_

Time ends: \_\_\_\_\_

Time to take down: \_\_\_\_\_

Circle items you will need: microphone    podium    flags    electrical outlet    computer  
Projector    DVD/VCR    Overhead projector

# of chairs needed \_\_\_\_\_ # of cafeteria tables needed \_\_\_\_\_

# of PTA tables from shed needed \_\_\_\_\_ # of trash cans \_\_\_\_\_

**Please notify both the cafeteria & office managers six weeks in advance of the following:** (circle appropriate numbers)

1. If you will NOT be eating cafeteria food the day of your event.
2. If you will NOT be eating in the cafeteria space on the day of your event.
3. If you will need FANS to prepare sack lunches for your grade on the day of the event.
4. If you need FANS to prepare sack lunches for other grades due to your event being held in the cafeteria.
5. If extra food will need to be prepared.
6. If you need to revise the lunch schedule

**Please draw a diagram**

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
PTA President Signature  
(Required for all PTA events)

**NOTE: The custodians CAN NOT help with any event – we will have to notify the custodial company to secure help to set up and clean up for this event. This requires at least 2 weeks notice and there will be a charge.**

**Thank you!**