

Special Event Request Form

This form must be submitted at least 14 days prior to the event. Please fill in all items appropriate to your event.

Event Title:

Date submitted:

Location:

Event date+time:

Set up date+time event planner:

Set up date and time tables & chairs:

Rehearsal times:

Event planner:

Specifications-please do not assume that the maintenance department can/will set everything up. Plan to have set up and clean up committees and ask what part of the set up you can / should help with.

Set-ups:

Approx. # of people:

#Trash Cans:

#Extension cords:

Barn only; stage: lights: sound: microphones:

** some things are only available in the barn.

Tables, Chairs and Other

Parking:

6 ft Tables:

Location(s):

Chairs:

Locations:

Registration area needed:

Location:

Kitchen area needed:

Set up committee:

Set up Time Needed:

Clean up committee:

Floor plans

On the back of this sheet, diagram the floor plan for each area to be used. Show set-ups for all areas; note traffic patterns and all entrances and exits.

*Your event is approved only when you have a completed copy of this form that has been approved by the Business Manager or Headmaster.