

REQUESTS MUST BE SUBMITTED  
AT LEAST 3 WEEKS PRIOR TO THE  
DATE OF THE EVENT IN ORDER TO  
CONFIRM CALENDAR OPENING!!

## STUDENT EVENT REQUEST FORM

(For all dances and large group functions)

Today's Date: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Print name of Advisor: \_\_\_\_\_

Circle the event: **DANCE** \*BAKE SALE (cannot be held during school hours) **COFFEE HOUSE** **OTHER:** \_\_\_\_\_

### INFORMATION RELATED TO THE REQUESTED EVENT

Room/Area: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Police Required: (please circle) YES / NO

Name of D.J.: \_\_\_\_\_ D.J. Fee: \$ \_\_\_\_\_

Alphabetic student roster needed: (please circle) YES / NO

### STUDENT LEADERS MUST ARRIVE 30 MINTUTES BEFORE EVENT AND REPORT TO ADMINISTRATOR

Student Leaders for event:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Chaperones (Min. 6):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Special Set up for custodians: \_\_\_\_\_

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

- Please review our School Food Policy. Copy can be obtained from the main office. All bake sales must be held outside the cafeteria.

NOTIFICATION REQUIRED: AHS Calendar \_\_\_\_\_ Bulletin Announcement \_\_\_\_\_ Morning Announcement \_\_\_\_\_ (fill out attached form)

\_\_\_\_\_  
Tim Fllon, AD Approval

Complete Building Use Form: \_\_\_\_\_ Chaperones confirmed by Admin: \_\_\_\_\_

Chaperones confirmed by Admin: \_\_\_\_\_ Police Security Arranged: \_\_\_\_\_

Administrator Assigned: \_\_\_\_\_

Rev. 6/2018aml