**Event Title:**

**Event Description:**

**Teacher or Sponsor:**

**Event Date(s):**

**Event Start Time:** **Event End Time**:

**Set Up Begin Time:** **Breakdown End Time:**

**Building:** FLOCKTOWN or KOSSMANN

**Room(s):**

**Outside Organization Involved**: YES or NO

Name of Organization:

Organization Contact Person:

Phone Number:

|  |  |  |
| --- | --- | --- |
| **Setup Requirements** | | |
| **Services (Circle if needed)** | | **Description (Include specific items)** |
| Audio Equipment |  | |
| Video Equipment |  | |
| Custodial Cleaning |  | |
| Portable Stage/Risers |  | |
| Seating –  Folding Chairs |  | |
| Tables |  | |
| Lighting/Electrical |  | |
| Other |  | |

**Total Number Attending:** Adults: Children:

**Copies to:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mr. Craver, Principal |  | Mr. Murphy, FRS |  | Mrs. Conklin, FRS |  | Music teachers |  |
| Mr. Winsted, Asst. |  | Mr. Carratura, Koss |  | Mrs. Blaszka, Koss |  | Cafeteria, FRS |  |
| Mrs. McEwen FRS |  | Central office |  | Special Services |  | Cafeteria, Koss |  |
| Mrs. Summers, FRS |  | Mrs. Antonov, FRS |  | Mrs. Sokol, FRS |  | Lunch Supervisors – |  |
| Mrs. Fichot, WJK |  | Mrs. Peppas, Koss |  | Mrs. Leonhardt, Koss |  | Others |  |

**Chaperones (Evening Activities):**

Principal Approval Date