

## Special Event Planning Form Cedar Grove ES

**Any event/assembly requiring the use of shared space must be approved by the principal before it can be scheduled.** Please fill this out at **least two weeks prior** to the event; the principal will sign it and distribute copies to parties listed at the bottom of this page.

General Information	
<b>Event:</b>	<b>Space Requested:</b>
<b>Date/s of Event:</b>	<b>Times (please list all below)</b> <b>Set-Up:</b> <b>Event:</b> <b>Clean-Up:</b>
<b>Coordinator/Contact Person:</b> <b>Phone:</b> <b>Email:</b>	<b>Date Submitted:</b>
Equipment Needs: (circle as needed and indicate quantity and any other specifics)	
<b>Screen:</b>	<b>Table/s (type):</b> <b>How many?</b>
<b>Podium:</b>	<b>Riser/s:</b> <b>How many?</b>
<b>ELMO/LCD Projector:</b>	<b>Laptop/LCD/DVD setup:</b>
<b>Sound System (Receiver, Amps)/CD Player:</b>	<b>Microphone:</b> <b>How many?</b>
<b>Piano:</b>	<b>TV set:</b>
<b>PE equipment:</b>	<b>Other:</b>
<b>Chairs (circle one):</b>	<b>Audience set up</b> <b>Staff set up</b>
Special Circumstances	
<b>Indoor Recess Needed?</b>	<b>In-class lunch needed?</b>
<b>Blacktop parking required?</b>	<b>Other:</b>

**Note: Please draw a diagram on the back of this form if you need any special arrangements/set up.**

**Principal's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Copies as needed to: Building Services \_\_\_\_\_ Media Center \_\_\_\_\_ KidsCo \_\_\_\_\_

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