

Date Rec: _____

Time Rec: _____

MASTER CALENDAR, FOOD SALES, & FACILITY REQUEST

The following steps must be taken before request is considered.

1. Fill out the form completely at least 2 weeks prior to event or sooner: Include signature of club / class advisor or coach.
2. If requesting the Gym or Dance Room, both Ms. Napoles **AND** Coach Bryant approvals are needed.
3. Check date and submit form to Ms. Napoles.

Organization: _____ Event: _____

Date(s) Requesting: _____ Alternate date(s): _____

Google Meet or Zoom Link (if applicable): _____

Set-up time: _____ Start time: _____ End time: _____ Clean-up time: _____

Estimated \$ to be spent: _____

Contact information:

Staff or Club Advisor: _____ Student in Charge: _____

Print name

Print name

Name and Signature of CHS staff member, who will be present during the entire event, if club/class advisor or coach will not be present:

Name (Print) Signature and Date

Administrator needed	AV Tech Needed	Custodian needed	CSA needed	
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Facility Requested:

ASB Room	Conf. Room	Tarbabe Auditorium	Sound Studio	Book Room
Blacktop: _____	Dance Room	GYM	Need Bus?	
Classroom #: _____	Field: _____	Off Campus**	Need Van?	
College & Career Center	Faculty Lounge	Quad area	Other: _____	

Please submit a floor plan if setup is needed. Students set-up for club activities.

** Address if off campus: _____

Event Needs:

Laptop	Projector	# of Chairs
Microphone	Screen	# of Tables
Podium	Speakers	Tarp (Gym)

Approvals:

Ms. Napoles: _____ Date: _____ Club Advisor or Coach: _____ Date: _____

Gym: _____

Ms. Napoles

Date

and _____

Athletic Director: Coach Calvin Bryant Date

Final Approvals:

Activities Director: Ms. Gonzalez Date

Assistant Principal: Mr. Johnson Date