

CALENDAR OF EVENTS FORM (July 2019)

Middle School _____

Elementary School _____

I am requesting the use of the (check one):

Cafetorium/A.P.R. _____

Stage _____

Gym _____

Other _____

Event: _____

Date of Event: _____

Time of Event: From: _____ To: _____

Additional Set-up/Clean-up

Time Needed: _____

Requested by: _____

Date request made: _____

Administrative Approval*: _____ *

***Once administrative approval is received, the person requesting the event MUST submit a SCHOOL DUDE request. Please specify location and items needed via SCHOOL DUDE.**

*School Dude request submitted by (name & date): _____

Copies to:
Main Office _____
Cafeteria _____
Phys Ed Dept. _____
Other _____

Once finalized, the event will be placed on the Daily Bulletin