

LDHSS Special Events Form 2019-2020

Procedure (please read CAREFULLY):

- Forms must be submitted to the Principal for approval, **at least 2 weeks in advance** of event.
 - For *Club-Run Events*: Forms must first be submitted to Student Council. However, final approval must be granted by the Principal.
 - For *Teacher-Run Events*: forms must be submitted to the Principal.
 - Book your event with the appropriate people, and obtain their signature, BEFORE submitting the form to the Principal:
 - Gym: J. Graham/D. Forbes _____
 - Auditorium: C. Godfrey _____
 - Cafeteria: J. Lovsin (office) _____
Notify Cafeteria if food service is impacted
 - Library: K. Mendham _____
 - Tech Equipment: R. Sandhu (Rm. 249): _____
 - Foyer: E. Lascelles (Chief Custodian) _____
 - Table, chairs required: E. Lascelles _____
 - Popcorn Machine: S. Gilman (Rm. 112/111) _____
 - Events are considered approved only when this form is returned to the event organizer, signed by the Principal or Vice Principal.
 - Organizer is responsible for booking all required equipment in advance of event. Failure to book equipment could result in it not being available.
 - **Please print clearly.**
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Event: _____

Date and Time: _____

Grades/classes involved: _____

Club sponsoring the event: _____

Staff Advisor: _____

Location (with appropriate signature, above): _____

Description of Event (purpose, cost, # of participants, etc.): _____

Set-up Requirements (see Eugene Lascelles, Chief Custodian): _____

Submitted by: _____

Signature of Staff Advisor: _____

Date: _____

Principal's Signature: _____

Date: _____