

Master Calendar Request

Rio Americano High School

EVENT:

DATE OF EVENT:

DAY OF WEEK:

ACTUAL EVENT TIME: From



To



TIME: From **Set Up**



Take Down



LOCATION(S) OF EVENT:

NUMBER OF PEOPLE EXPECTED (APPROX.):

PA SYSTEM NEEDED YES NO

WOULD LIKE PUBLICIZED ON SCHOOL WEBSITE CALENDAR YES NO

Advertise on the Website Rotator? YES NO **Advertise on the Digital Sign?** YES NO

REQUIRED FOR ALL EVENTS

Name of Contact Person: _____ Phone Number: _____
Contact Person E-Mail Address: _____
Today's Date: _____ Revised Date: _____

APPROVALS completed by Alluria Smith:

_____ Principal- PA System	_____ Betty Miller Theater- Jesse Miller
_____ Custodial Services- Joe Raya	_____ Athletic Director- Gyms/Fields/ P-5/P-6/Cafeteria
_____ Student Government Advisor- Jason Korich	_____ Library- Laura Fierro
_____ Performing Art Center- Josh Murray	_____ Cafeteria Supervisor- Doug Gwaidzon for Food Usage

FOR OFFICE USE ONLY

Custodial Services Copy: _____	Date Received: _____
Approved: _____	Email Sent to POC: _____
Civic Permits Calendar: _____	Website Calendar: _____
Website Rotator: _____	Digital Sign: _____

PLEASE PROVIDE DIAGRAM OF SET-UP

WILL HEAT BE NEEDED: NO YES - From: To:

WILL AIR BE NEEDED: NO YES - From: To:

PODIUM NEEDED:

NUMBER OF TABLES NEEDED:

NUMBER OF CHAIRS NEEDED:

NUMBER OF RISERS NEEDED:

COMMENTS: