

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

Phone Number:

Name of Contact Person:

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- Malaya Cabrera Gyms/Fields/ P-5/P-6/
Cafeteria

_____ Student Government Advisor- Carley Nava

_____ 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: