

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 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 Krissie Dunn:

___ AV System (PAC) – Principal Ginter

___ Betty Miller Theater – Jesse Miller

___ Custodial Services – Krissie Dunn

___ Athletic Director – Malaya Cabrera Gyms/Fields/ P-5/P-6/
Cafeteria

___ Student Government – Carley Nava

___ Library – Laura Fierro

___ Performing Arts 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: NO YES

PORTABLE SOUND SYSTEM: NO YES

MICROPHONE (FOR PAC) NO YES 1 OR 2

PA SYSTEM: NO YES

NUMBER OF TABLES NEEDED: (6ft or cafeteria tables)

NUMBER OF CHAIRS NEEDED:

NUMBER OF RISERS NEEDED:

COMMENTS:

If you have any questions, please contact Krissie Dunn at 916-971-7499 or via email at kristine.dunn@sanjuan.edu