Event Setup Form

Mary Helen Guest Elementary

***Please use back for diagraming of layout and setup**

Date(s) of Event _____ **Start Time** _____ **End Time** _____ **Title of Event** _____

Name of person completing this form _____ **Cell #** _____

Event Location

❏Cafeteria ❏Learning Commons ❏Gymnasium ❏Classrooms ❏Playground ❏School-wide ❏Other

Does the church across the street need to be notified for additional parking? ❏ Yes ❏ No

Use the space below for notes or pertinent information regarding the event**:**

EVENT EQUIPMENT AND NEEDS

Garbage cans needed?	❏ Yes ❏ No and how many _____
Extension cords needed?	❏ Yes ❏ No and how many _____
Tables (6ft) needed?	❏ Yes ❏ No and how many _____
Chairs needed?	❏ Yes ❏ No and how many _____
Use of school kitchen?	❏ Yes ❏ No
Projector and screen needed?	❏ Yes ❏ No
Laptop needed?	❏ Yes ❏ No
Use of the stage needed?	❏ Yes ❏ No
Microphone needed?	❏ Yes ❏ No
Wifi password needed for guests?	❏ Yes ❏ No

Please use space below to list any additional equipment needs.

FOR OFFICE USE ONLY

If required, date tables and chairs were ordered from ESC? _____ by _____

❏ Copy to custodian
❏ Copy to principal
❏ Copy to file
❏ Copy to appropriate staff member
  [Café/gym/media/SEL room]

mh9.9.25
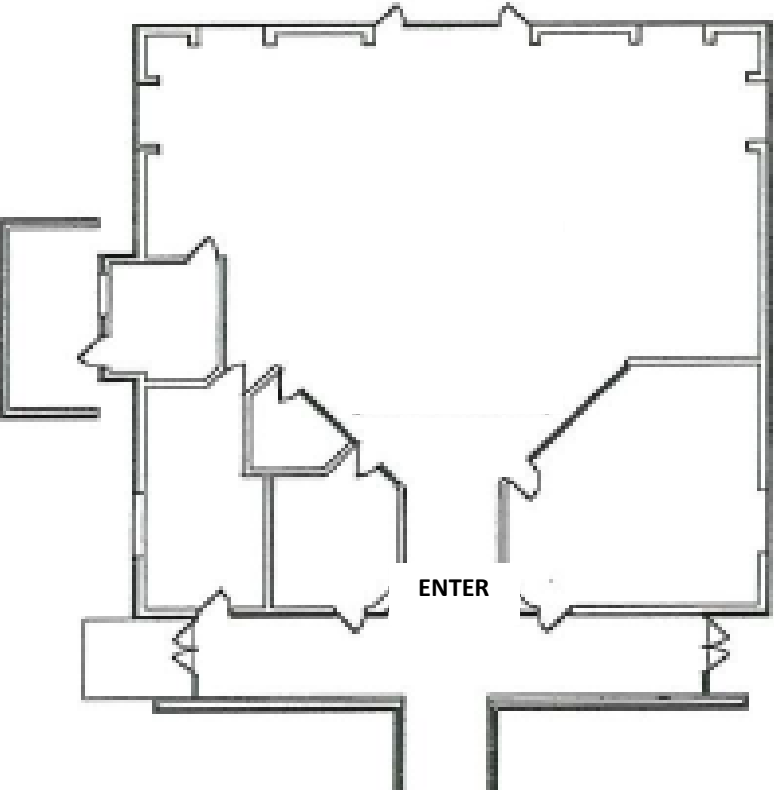
Gymnasium

ENTER

Learning Commons

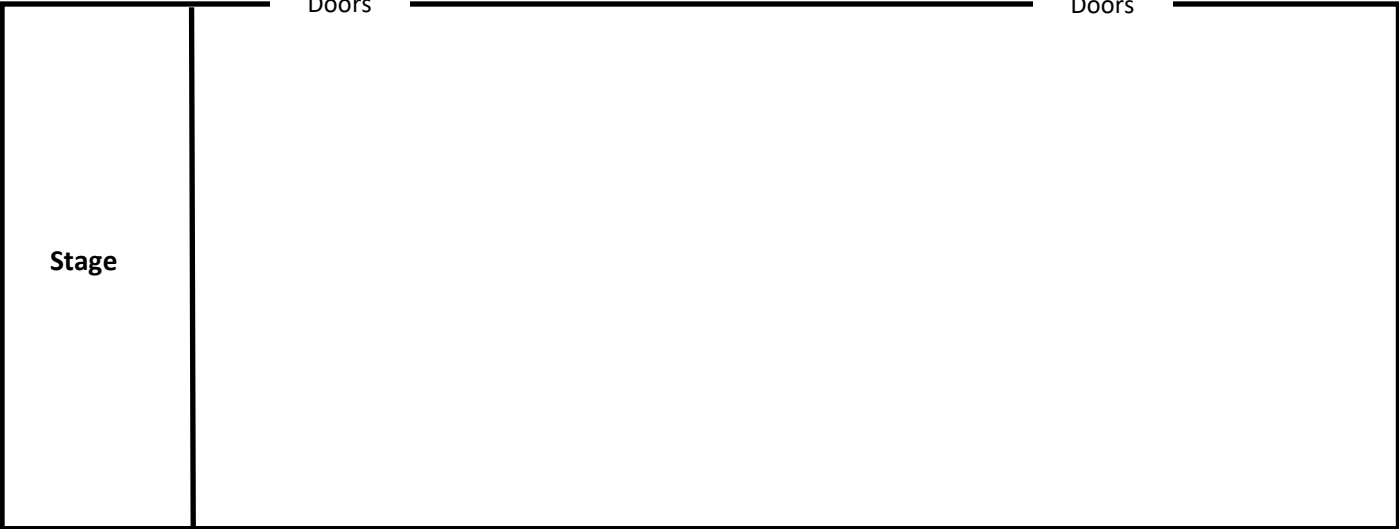**ENTER**
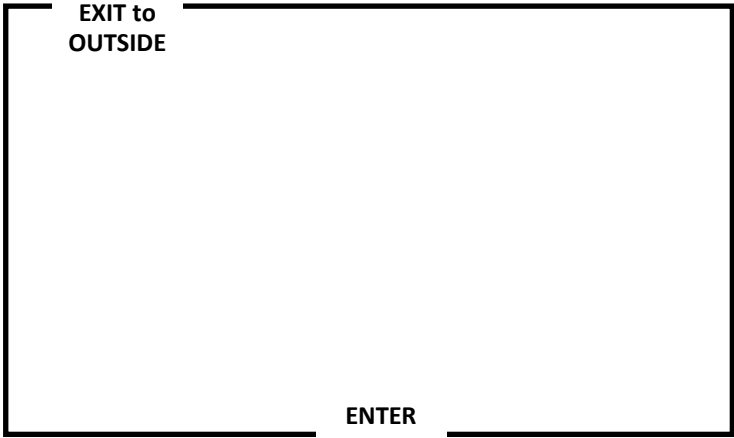
Special notes regarding setup

To help custodial staff, when diagramming setup, a rectangle can be used for table(s) and circle for chair(s).

= Table   ◯ = Chair

Use the space below to add any notes or directions for the custodial staff.

Doors ——————— Doors ——————

Stage

Cafeteria