

Event Setup Form

Mary Helen Guest Elementary

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

Name of person completing this form	<u></u>
Cafeteria	
Does the church across the street need to be notified for additional parking?	
#***CONTINUE EVENT EQUIPMENT AND NEEDS Garbage cans needed?	ſ
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EVENT EQUIPMENT AND NEEDS Garbage cans needed? Extension cords needed? Tables (6ft) needed? Please use space below to list any additional equipment needed and the space below to list	
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Garbage cans needed?	ON BAC
Garbage cans needed?	
Extension cords needed?	eds.
Tables (6ft) needed?	
Chairs needed?	
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	
FOR OFFICE USE ONLY	
If required, date tables and chairs were ordered from ESC? by by	
□ Copy to custodian □ Copy to principal □ Copy to file □ Copy to appropriate staff member [Café/gym/media/SEL room]	

