

Special Event/Calendar Reservation and Setup Request

Event Name: _____

Grade(s): _____ Date: _____

Time: _____ Teacher/PTO Chair: _____

Please check all locations you would like to reserve:

_____MRC _____Gym _____ Multi Purpose Room _____Other (where)

Event Planner -- Equipment Needed (please check):

_____ Tables How Many?: _____

_____ Chairs How Many?: _____

_____ Microphone(s)

_____ Overhead projector

_____ Screen

_____ Lectern/Podium

_____ Piano

_____ Curtains

_____ Stage...Set up Stage on: _____ Take down Stage on: _____

_____ Risers How Many?: _____

_____ Platforms How Many?: _____ What size legs?: _____

**Emailed CHMS request platforms (we borrow these from CHMS each time we need to use them - music teacher decides this): _____

**Entered request to move platforms from CHMS on School Dude: _____

I need a custodian present at this event: _____ Hours: _____

Invite on Google Calendar:

____ PE Teacher _____Custodian _____MRC _____Music Teacher

Calendar:

- Staff & Bldg Use
- Monroe School
- MRC
- Commons
- Rm 111
- PM-K
- Rm 208