



# 2021-2022 ACTIVITY REQUEST FORM



**ALL REQUEST MUST BE SUBMITTED 3 WEEKS PRIOR TO THE EVENT.**

Club/Organization \_\_\_\_\_ Request Date \_\_\_\_\_

Sponsor's Name & Initial \_\_\_\_\_ Date(s) of Activity \_\_\_\_\_

Will you need coverage? Yes  No  Time of Activity \_\_\_\_\_

If yes, have you made necessary arrangements? Please provide information regarding arrangements and submit necessary paperwork to Ms. Cabral.

**Type of Activity (check one)**

- ASSEMBLY
- DANCE
- FAIR/EXPO
- Guest Speaker – Name \_\_\_\_\_ Volunteer # \_\_\_\_\_
- IN-HOUSE FIELD TRIP – attach student roster with student ID #
- PERFORMANCE AFTERSCHOOL – please secure signature of Assistant Principal that will stay for activity  
Assistant Principal \_\_\_\_\_ Date: \_\_\_\_\_
- Other \_\_\_\_\_

**Objective of Activity** \_\_\_\_\_

**Description of Activity (be detailed and specific)** \_\_\_\_\_

**Location of Activity: Please check for availability and secure necessary signature for reservation of location.**  
*All reservations are temporary until activity is approved by administration.*

- Auditorium \_\_\_\_\_, Mr. McNamee-(if applicable)Rehearsal Dates \_\_\_\_\_  
Date Available  Yes  No  
Request for Equipment submitted  Yes  No
- Cafeteria \_\_\_\_\_, Ms. Bailey  
Date Available  Yes  No  
Request for Equipment submitted  Yes  No
- Gymnasium \_\_\_\_\_, Mr. Sims  
Date Available  Yes  No  
Request for Equipment submitted  Yes  No
- Library \_\_\_\_\_, Ms. Washington  
Date Available  Yes  No  
Request for Equipment submitted  Yes  No
- Other \_\_\_\_\_

**It is the responsibility of the sponsor of this activity to confirm details with staff involved (i.e. custodians, stage crew, security, etc.)**

***Production meeting with M U V two (2) weeks prior to the event is REQUIRED. No production meeting will result in cancellation of event.***

***Auditorium Request for Equipment:***

- Laptop, projector and sound
  - Laptop, projector and NO sound
  - # \_\_\_\_\_ Microphone \_\_\_\_\_ Wireless \_\_\_\_\_ Wired
  - # \_\_\_\_\_ of tables on stage
  - # \_\_\_\_\_ of chairs on stage
  - # \_\_\_\_\_ of tables off stage
  - # \_\_\_\_\_ of chairs off stage
  - # \_\_\_\_\_ of podiums
  - Set up of area (attach detailed diagram)
  - General Lighting
  - Stage Lighting
  - Other (please be specific) \_\_\_\_\_
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***Library Request for Equipment:***

- Laptop, projector and sound
- Laptop, projector and NO sound
- Microphone
- Podium

|  |                     |
|--|---------------------|
| <b>OFFICE USE ONLY</b>                           |                     |
| <b>APPROVED</b>                                  | <b>NOT APPROVED</b> |
| Comments: _____                                  |                     |
| _____  |                     |
| _____  | _____               |
| Activities Director                              | Date                |
| _____  | _____               |
| Administration                                   | Date                |
| Date confirmed and put on master calendar: _____ |                     |