



2022-2023

ACTIVITY REQUEST FORM

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

Must be Approved Prior to Promoting Activity

Request Date _____

Club/Organization _____

Sponsor's Name _____ Sponsor's Initial _____

Date(s) of Activity _____ Time of Activity _____

Will sponsor need coverage? Yes No

If yes, have you made necessary arrangements? Please provide information regarding substitute and other arrangements with the Principal's Secretary.

You must provide [Application for Short Term Leave - FM 5949.pdf](#) and [Temporary Duty Request - FM 7433.pdf](#)

Type of Activity (*check one*)

ASSEMBLY

CONCERT

FAIR/EXPO

FUNDRAISING

Complete and attached signed [Application for Fundraising Activity](#) and, if applicable, [Region Office Approval For Fund-Raising Activity \(Community Sales\)](#)

Guest Speaker - Name _____ Volunteer # _____

IN-HOUSE FIELD TRIP - attach student roster with student ID #

PERFORMANCE AFTERSCHOOL

Secure signature of Assistant Principal that will stay for activity

Assistant Principal Name _____ Assistant Principal: _____

Date: _____

Other _____

If applicable:

Secure signature of Assistant Principal that will stay for activity and indicate if your will need access to the building on a weekend.

Assistant Principal Name _____ Assistant Principal: _____

Date: _____ Weekend Dates & Times _____

Objective of Activity _____

Description of Activity (be detailed and specific; attach explanation of logistics on how activity will be executed)

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

_____, Ms. Loffredo
Rehearsal Date(s), (If applicable) _____

Cafeteria

_____, Ms. Bailey
Date(s) Available Yes No

Gym

_____, Mr. Botto
Date(s) Available Yes No

Request for Equipment submitted Yes No

_____, Mr. McNamee

Library _____, Ms. Marmolejos & Mr. Tirado

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 Mr. McNamee 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

___ microphones # tables off stage

___ tables on stage # chairs off stage

___ chairs on stage # lectern

Set up of area (attach detailed diagram)

General Lighting

Stage Lighting

Other (be specific) _____

Library Request for Equipment:

Laptop, projector, and sound

Laptop, projector, and **NO** sound

___ of microphones

OFFICE USE ONLY

APPROVED NOT APPROVED

Activities Director

Administration

Date on Master Calendar