

**Allow 2 weeks for approval before beginning arrangements, placing/taking orders or advertising. This form will be returned to you once approved.**



Event Details	Approvals Before Finalization (Office Use Only)
<p>Organization / Club _____ Advisor _____</p> <p>Signature of person who will be at Event. (COORDINATE KEY PICK-UP WITH Michelle DiCamillo)</p> <p>Event Title _____</p> <p>Contact Person _____</p> <p>Home Phone _____ / Cell Phone _____</p> <p>Anticipated # of Participants _____</p> <p>OPUSD Approved Chaperone(s) (Note: If the chaperone is <b>NOT</b> the advisor, your organization may be required to pay chaperone's stipend.)</p> <p>Is this a fundraiser? _____ (If yes, please attach a fundraising form.) Are purchases required? _____ (If yes, please attach a purchase order.)</p> <p><b>Brief Description of Event:</b></p> <p>_____</p> <p>_____</p>	<p>Assistant Principal's Approval of Concept _____</p> <p>ASB Advisor's Approval of Concept _____</p> <p>Date of ASB Business Meeting Approval _____</p> <p>ASB President's Signature _____</p> <p>Facility Availability (Michelle DiCamillo) _____</p> <p>Pavilion Approval ( _____ )</p> <p><b>MUST COORDINATE KEY PICK-UP WITH MICHELLE DICAMILLO</b></p> <p>Gym Approval (Ann Pettit) _____</p> <p>Calendar Availability (Geri Sterling) _____</p> <p>_____ (initial) Custodial Support Scheduled</p> <p>_____ (initial) Tech Support Scheduled</p>
<p><b>Facilities</b></p> <p>Preferred Location _____ / Backup Location _____</p> <p>Preferred Date _____ / Backup Date _____</p> <p>Set-up/Take-down Time (4 hr limit, total) _____ / Event Time (posted on Calendar) _____</p> <p><input checked="" type="checkbox"/> Bleachers/Seats Extended</p> <p><input checked="" type="checkbox"/> Restrooms Opened (non-school hours)</p> <p><input checked="" type="checkbox"/> Tables/Chairs (TO BE SET-UP BY GROUP)</p>	
<p><b>Additional Requests (lighting, tech, set-up, microphone, computer/video, etc. ) – Please complete TECH REQUEST form, found on website <u>FEES MAY APPLY</u></b></p>	<p>Revised 10/12/2017</p>