Event Planner

Name of Event: _____

Rationale for Event: _____

Grade Levels Involved: _____

Date of Event: _____

Time: _____

Location: _____

Special equipment or set-up: (number of chairs, tables, microphone, screen, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

Questions:
Do custodians need to post "no parking" signs on Knoll Rd. & notify Fairfield Police?_____

Does teacher/principal (circle one) need to notify other teachers? _____

Who?_____

_____

Do we need a schedule? _____

_____

Applicant's Signature _____ Date _____

Principal's Signature _____ Date _____