COMMUNITY HIGH SCHOOL DISTRICT 99 NORTH

Office of Student Activities

#  SPECIAL EVENT SET UP REQUEST

All requests must be submitted to Mark Mirandola via email at least ONE WEEK prior to the event. Student Activities will then forward the set-up form to all parties involved.

##

FROM: Kristen Kucharski ORGANIZATION: Rentals

### EVENT (Activity):

### FACILITIES: 1.       2.       3.

**DATE REQUIRED: Please Click and Choose a Date Here If this is a recurring event, please make note of the recurring dates here:**

### START & END TIME OF EVENT: from:       to:

###

### SET UP NEEDED BY:

### DOORS OPEN AT:

### DOORS LOCKED AT:

### # OF CHAIRS:       # OF TABLES: 6-foot (large tables)

###  12-foot (double tables)

### # Of Garbage Cans:       8-foot (testing/skinny tables)

[ ]  TECHNOLOGY NEEDS (computer, projector, sound, etc.): Wireless Mircophone Quantity:

DVD Player:       Podium Microphone Qty:       Computer:       Projector:

Guest Speaker Internet Access:       List any additional equipment here:

##### EXTERIOR ENTRANCES TO BE OPENED (check all that apply):

##### [ ]  #1-Flagpole [ ]  #2-Stu. Café [ ]  Events Entrance [ ]  Other(s) please list:

SPECIAL INSTRUCTIONS:

###### \*ATTACH A DIAGRAM, drawing, photo or Additional Instructions IF NEEDED\*

Especially be sure to include a diagram for set-ups in large spaces such as library, cafeteria, cafetorium, gym & field

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Once this has been approved by Mark Mirandola, it will be shared via email with ALL parties involved. Be sure to dialogue with CMG and IT regarding any special needs