COMMUNITY HIGH SCHOOL DISTRICT 99 SOUTH

Office of Student Activities

# SPECIAL EVENT SET UP REQUEST

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

Attach a drawing, diagram, or photograph to describe ALL set-ups. Especially be sure to include a diagram for set-ups in large spaces such as the library, cafeteria, cafetorium, gym, & field house.

## 

FROM: Kristen Kucharski  ORGANIZATION: Rentals

### EVENT (Activity) DESCRIPTION:

### FACILITIES: 1.       2.       3.

**DATE REQUIRED:** Please select a date from the drop-down menu. **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)

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

#1-Flagpole  #2-Stu. Café  #11-West Events Entrance  Other(s) please list:

SPECIAL INSTRUCTIONS:

TECHNOLOGY NEEDS

Check all that apply & Provide necessary additional information

Stream Video  DVD Player

Computer  Projector

Podium Microphone - Qty        Wireless Microphone – Qty

Guest Speaker Internet Access

Additional Needs and Information:

### Once this event has been approved by J. Martinez, it will be shared via e-mail with ALL parties involved. Be sure to dialogue with CMG and IT regarding any special needs.