



REQUEST FOR EVENT SET UP

To Hiteon Custodians: Henry, Marti, Daniel & Kyle Date: _____

From: _____

Event Name: _____

Type of Event/Activity: _____
(Assembly, Play, Meeting, Dance, etc.)

Date of Event/Activity: _____

Setup Time: Start: _____ AM/PM End: _____ AM/PM Cleanup/ Breakdown time: _____

Time of Event: Start: _____ AM/PM End: _____ AM/PM _____ AM/PM

Location: _____
(Cafeteria, Library, Gym, etc.)

Equipment Needed: _____

(Microphone, Lights, Podium, # Folding Tables, # Cafeteria Tables, # Chairs, # Trash Cans, Screen, Projector, Speakers, etc.)

Other Instructions: _____

Copy people responsible for the locations, equipment or other areas listed above:

- Meghan Warren, Principal
- Marti Spinks, Office-Calendar
- Valerie Sinnott, Office-School Dude
- Kristina Hansmann, Gym
- Valerie Lawrence, Cafeteria
- Mary Beth Sadlouskos, Library
- Dawn Trout, Technology
- _____

Diagram of site layout:
Please draw the layout that you would like tables and chairs setup.

Did you remember to request garbage and/or recycle bins.