SCHOOL EVENT PLANNING FORM

TODAY'S DATE: _____

REQUESTED BY: _____

REQUESTOR EMAIL: _____

REQUESTOR PHONE: _____

EVENT TITLE: _____

EVENT DATE: _____

START TIME: _____ ☐ AM ☐ PM

END TIME: _____ ☐ AM ☐ PM

WILL LUNCH BE AFFECTED? ☐ YES ☐ NO

1. EVENT TYPE/PARTICIPANTS:

☐ ALL-SCHOOL ☐ US ☐ MS ☐ LS ☐ PRE-K (Excludes Preschool) ☐ PS (Excludes Pre-K) ☐ ECC

☐ CLASS, CLUB OR ORGANIZATION: _____ ☐ OPEN TO COMMUNITY

2. EVENT LOCATION AND TRANSPORTATION:

ON-CAMPUS LOCATION:

UPPER SCHOOL:
- ☐ US Reynolds Common
- ☐ US Lecture Hall
- ☐ US Grape Room
- ☐ _____

MIDDLE SCHOOL:
- ☐ Howard Theatre
- ☐ _____

LOWER SCHOOL:
- ☐ LS Gym
- ☐ _____

ATHLETIC FACILITIES:
- ☐ Boghetich Gym
- ☐ Mathis Gym
- ☐ Bennett End Zone
- ☐ Stephenson Fieldhouse
- ☐ Davis-Kennedy Clubhouse

GOODSELL BUILDING:
- ☐ Administration Conference Room
- ☐ Administration Harkness Room

OTHER:
- ☐ The Rainbolt Family Library
- ☐ _____

_____

(Specify building and room.)

OFF-CAMPUS LOCATION:

LOCATION: _____

ADDRESS: _____

_____

TRANSPORTATION:

DRIVERS: _____

_____

_____

☐ HH Buses (Qty: _____)

☐ Carpool

3. EVENT PLANNING AND SETUP:

PLANNING:

① PRE-APPROVAL/CONFIRMATION OF SPACE AVAILABILITY (if applicable)

[_____] Theatre Mgr. [_____] Librarian [_____] Athletic Director

② INDICATE THE EVENT'S FIRST APPROVER:
- ☐ US Head ☐ LS Head ☐ Other: _____
- ☐ MS Head ☐ Athletic Director

③ REQUESTED MARKETING OR COMMUNICATIONS SUPPORT
- ☐ Website Calendar/Daily Bulletin ☐ Social Media
- ☐ Campus Marquee(s) ☐ Event Photographer
- ☐ Other: _____

SETUP/CLEANUP:

- ☐ Chairs (Qty: _____)   ☐ Extra Trash Cans
- ☐ 8-ft. Tables (Qty: _____)   ☐ Kitchen Access
- ☐ Janitorial Services – additional cost applies

A/V AND PRESENTATION REQUESTS:

- ☐ Video Equipment ☐ A/V technician needed at event
- ☐ Audio Equipment ☐ Risers (Qty: _____)
- ☐ Computer Equipment for: ☐ Podium (Qty: _____)
  - ☐ Mac ☐ PC
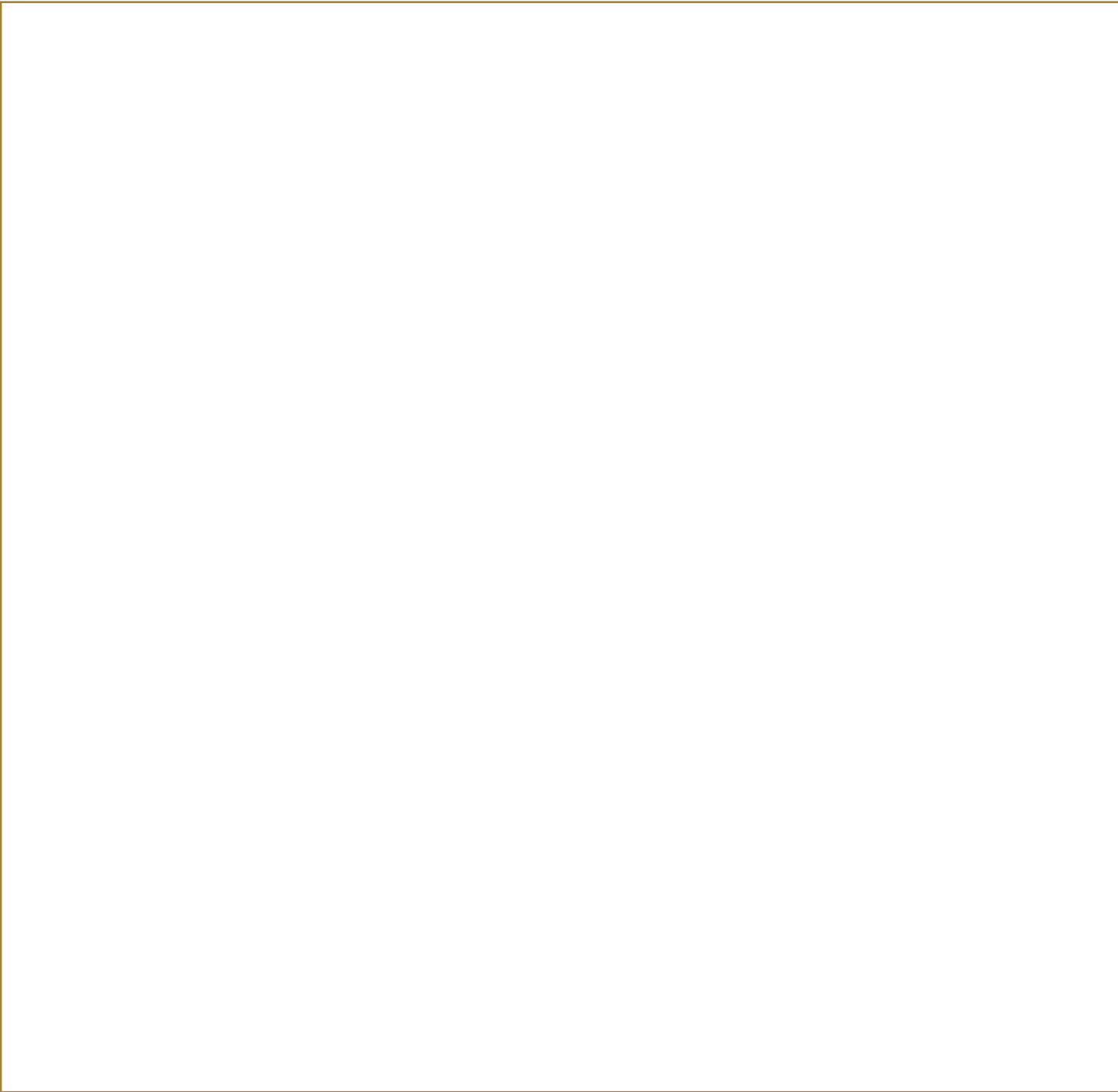
• **SEE REVERSE SIDE TO CREATE A DIAGRAM OF THE SETUP** ➡

4. ROUTING:

[_____]	Headmaster	[_____]	US Head
[_____]	Asst. Head	[_____]	MS Head
[_____]	Dir. of Academic Affairs	[_____]	LS Head
[_____]	CFO	[_____]	Athletic Director
[_____]	Dir. of External Affairs	[_____]	Dir. of Marketing
[_____]	Dir. of Security	[_____]	Dir. of Admission

5. SEND COPY TO:

- ☐ Website Administrator ☐ ChargerVision
- ☐ Dir. of Special Events ☐ Charger Buses
- ☐ Theatre Manager ☐ Librarian
- ☐ Dir. of Communications
- ☐ _____

EVENT PLANNING AND SETUP   (continued from first page) • Please use the space below to create a diagram of the setup.

NOTES/COMMENTS: