EVENT REQUEST FORM

Submit this form at least two weeks prior to the event date.

Today's date: _____

Event name: _____

Event description: _____
(This description will be used on the Veracross calendar. Use a short, complete sentence.)

Event date: _____ Approximate number attending: _____

Target audience (e.g., school-wide, specific grade, etc.): _____

Event start time: _____ Event end time: _____

Set-up time needed: _____ Clean up time needed: _____

Room number(s) requested: _____

*Contact person/PTF committee chair: _____

Phone: _____ Email: _____

School administrator approval: _____ **Date**: _____

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Communications needs:

- ❑ Knightly News
- ❑ Exterior digital sign
- ❑ Email to parents/staff
- ❑ Website
- ❑ Print materials (complete page 2)
- ❑ Other _____

Equipment needs:

- ❑ Tables: # needed _____
- ❑ Chairs: # needed _____
- ❑ Music
- ❑ Video/PowerPoint
- ❑ Microphones
- ❑ Stage
- ❑ Other _____

Who is your trained person for technical support (if needed)? _____

Decorations:
If this event requires decorations, the contact person must meet with Vicki Peralez at HCBC to discuss the event and do a walk-through. Contact Vicki at vperalez@hcbc.com.

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*The contact person is responsible for coordinating set-up and clean up.

Form submission: Lower School events– submit form to the Lower School administrative assistant; Upper School or all-school events– submit form to the Upper School administrative assistant.

Please ensure that you contact appropriate staff (e.g., athletics department, lunch team, etc.) when requesting usage of facilities that may have an impact on other activities.

COPY REQUEST

Document Editing/Approval:

*Has the document been approved by the Director of Marketing? _____

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Paper and printing needs (pricing includes paper and printing expense):

- ❑ Black and white copies on plain paper- 2¢ each; quantity needed: _____
- ❑ Color copies on plain paper- 9¢ each; quantity needed: _____
- ❑ Letterhead- 10¢ each; quantity needed: _____
- ❑ Black and white copy on your paper- 1¢ each; quantity needed: _____
- ❑ Color copy on your paper- 8¢ each; quantity needed: _____
- ❑ Letterhead envelopes, #10 plain- 10¢ each; quantity needed: _____
- ❑ Letterhead envelopes, #10 window- 10¢ each; quantity needed: _____
- ❑ Other paper or envelope size/style- cost varies; quantity needed: _____

  Specify size/style: _____

The school stocks small quantities of white 8½ x11" paper for copying purposes. When other types or sizes of paper are required, including letterhead, a special order must be placed in advance.

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Postage needs: (school representative approval: _____)

- ❑ Bulk mail number of pieces to mail: _____
- ❑ Regular mail number of pieces to mail: _____

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*The Director of Marketing must approve documents before a copy request is submitted. See the Event and Resource Policies document for instructions.

Note: please make copies between 10 a.m. and 2 p.m., or request permission from office staff to use the copier at another time. Teachers are less likely to be using the copier during these hours.

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