

Head-Royce School Calendar Request Form

GENERAL EVENT DETAILS

<p>Event Name _____</p> <p>_____/_____/_____ Event Date(s)</p> <p>From _____ To _____ Event Time</p> <p>Set up completed by _____</p>	<p style="text-align: center;">Event Location</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> MEW Auditorium <input type="checkbox"/> Pavilion / Gym <input type="checkbox"/> Read Library <input type="checkbox"/> Community Room <input type="checkbox"/> Cafe <input type="checkbox"/> Head's Conf. Room <input type="checkbox"/> PA-1 <input type="checkbox"/> Other _____ </div>	<p style="text-align: center;">Contact Person</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Name</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Phone Number Ext.</p> </div> <p style="text-align: center;">_____ Administrator in Charge</p>
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PARKING AND TRAFFIC CONTROL

<p>_____ Number of People</p>	<p>If this event exceeds 50 people, please follow required parking and traffic control plan. The requirements are set forth on reverse.</p>
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CUSTODIAL DETAILS

<p>_____ Number of tables</p> <p>_____ Number of chairs</p> <p>_____ Strike date/time</p>	<p style="font-size: 1.2em;">Setup Drawing</p> <div style="border: 1px solid black; height: 150px; margin: 10px 0;"></div> <p>Attach additional sheet if necessary</p>	<p style="text-align: center;">Kitchen Use</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> Upper School <input type="checkbox"/> Pavilion <input type="checkbox"/> Lower School </div> <p style="text-align: center;">Administrator in Charge is responsible for kitchen cleanup</p>
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TECHNICAL & VENUE SUPPORT

<p>Tech Details</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Computer <input type="checkbox"/> Projector <input type="checkbox"/> Tech assistance requested </div>	<p>Pavilion Set Up</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Podium <input type="checkbox"/> Bleachers down </div>	<p style="text-align: center;">MEW Details (only for events in MEW)</p>	
<p>Drama Tech Details</p> <p>Microphones: type and number</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Table _____</p> <p>Lapel _____</p> <p>Hand _____</p> </div> <div style="width: 50%;"> <input type="checkbox"/> Tech assistance during setup <input type="checkbox"/> Tech assistance during event </div> </div> <p>other _____</p>	<p>Equipment</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> MEW Projector <input type="checkbox"/> MEW PC <input type="checkbox"/> CD/Tape Player <input type="checkbox"/> DVD / VCR <input type="checkbox"/> Network/Internet </div>	<p>Setup</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Stage Lights <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Podium <input type="checkbox"/> Retract Seats </div>	<p>Assistance</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> During Setup <input type="checkbox"/> During Event <input type="checkbox"/> During Strike </div>
		<p>Access To</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Front of Curtain Only <input type="checkbox"/> Stage <input type="checkbox"/> Dressing Room </div>	

Office Use Only

Administrator in Charge Signature

Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Business Office	<input type="checkbox"/> Contact Person	<input type="checkbox"/> Tech Department	<input type="checkbox"/> Drama Tech Department
<input type="checkbox"/> Denied	<input type="checkbox"/> Admin in Charge	<input type="checkbox"/> Custodian/Janitor	<input type="checkbox"/> Library	<input type="checkbox"/> Athletic Department
<input type="checkbox"/> Kitchen Staff				