



EVENT REQUEST FORM

PLEASE RETURN YOUR COMPLETED FORM AT LEAST 3 WEEKS BEFORE THE DATE OF THE EVENT, AND PRIOR TO ALL MARKETING ACTIVITY. YOU CAN USE ADDITIONAL PAPER IF NEEDED.

ABOUT YOUR EVENT

Event Name: _____

Primary Organizer's Name: _____

Email: _____

Phone Number: _____

Event description:

EVENT SET UP

Event Date: _____

Set Up Time: _____

Start Time: _____

End Time: _____

How long after will it take to clean up: _____

List individuals responsible for clearing up:

Estimated Number of People to attend (include helpers): _____

Event Location: Please check all locations that you would like to use.

	East Building		Patio Outside Henderson Hall
	Field		Cactus Cafe and Seating
	Gymnasium		Swimming Pool
	South Building		Learning Commons
	Henderson Hall		Campus Playgrounds

For outdoor events - what is your back up plan in case of bad weather:

1. _____
2. _____

Vendors:

Please detail where vendors will deliver and collect from:

Vendor Information:

Delivery Time	Vendor Name	Item Description	Pick Up Time

Hanging decorations are not permitted. Adhesives must be pre-approved. Please detail any other information that will support your event:

Equipment Request

Extension Cords - Number Required: _____

Security: _____ (additional fee applies)

Kitchen Walk In: _____ (space permitting)

Number of rectangle tables: _____

Number of round tables: _____

Number of chairs: _____

Number of Trash Bins: _____

Screen (Henderson Hall) Yes No

Projector Yes No

Laptop Hire Yes No

WiFi Access Yes No

IT Support Consultation Yes No

Sound Yes No

Stage Yes No

Generator Yes No

Misc Requests - Please Detail:

For large scale events, please submit drawing / campus map

Request completed by - print name clearly: _____

Date: _____

Please return to debbie.clement@hendersonschool.com