



12801 Centerra Court | Central, LA 70714 | 225.261.3341 (Main) | 225.261.3490 (Fax) | www.centralprivate.org

CALENDAR 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 school calendar. Use a short, complete sentence.)

Event date: _____ Approximate number attending: _____

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

Event Admission Cost : _____ Event Estimated Cost: _____

Funding Source: _____

Event start time: _____ Event end time: _____

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

Building: _____ Room(s): _____

Security Required: ____ Yes ____ No Event workers (number needed): _____

Contact Person: _____

Phone: _____ Email: _____

Document Approval:

Have printed materials been approved by the Director of Marketing? ☐ Yes ☐ No

**The Director of Marketing must approve public documents.*

Postage needs: (approved: ☐ Yes ☐ No)

☐ Bulk mail number of pieces to mail: _____ ☐ Regular mail number of pieces to mail: _____

Communications needs:

☐ CP News ☐ Exterior sign ☐ Email to parents/staff

☐ Website ☐ Local Newspapers

☐ Print materials _____

☐ Other _____

Equipment needs:

☐ Tables: # needed _____

☐ Video/PowerPoint

☐ Chairs: # needed _____

☐ Microphones

☐ Sound System

☐ Stage

☐ Other _____

Contact person for set up or sound/technical support (if needed) _____

continued on next page

Food and Beverage Needs/Description:

Decorations Description Needs/Description:

Diagram of set-up (table seating, auditorium seating, number of chairs, side tables, etc.):

*The contact person is responsible for coordinating the clean up.

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Form submission:

Elementary Events– submit form to the elementary administrative assistant

All other school events– submit form to the MS/HS administrative assistant.

Elementary Coordinator approval: _____ Date: _____

Head of School approval: _____ Date: _____

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To Be Completed By Calendar Event Coordinator

_____ Head of School _____ MS/HS Administrative Assistant

_____ Elementary Coordinator _____ Elementary Administrative Assistant

_____ Athletic Director _____ Maintenance

_____ Accounting Office _____ Marketing

_____ Cafeteria _____ Technology

* Copies given to the appropriate departments.