

GRANDVIEW HEIGHTS - STUDENT EVENT REQUEST FORM 2024-2025

STUDENT NAME: _____ STUDENT EMAIL ADDRESS: _____

ALL STEPS MUST BE COMPLETED BEFORE FINAL APPROVAL IS GIVEN

STEP 1: EVENT DESCRIPTION

Name of Event: _____

Group/Club/Class: _____

Supervisor(s): _____ & _____ & _____

Staff Sponsor: _____ & Signature: _____

Date(s) of Event: _____ Time: _____ to _____

Activities (be specific): _____

Cost: Free Donation \$_____/ person \$_____/ item Package Deals

STEP 2: EVENT DETAILS

Min. # of Participants: _____ Max. # of Participants: _____ # of Spectators: _____

FACILITY REQUESTED:

Large Gym* Small Gym* Grass Field* **(Get Approval from Ms. Rai or Mr. Wardle)*

Theatre *(Approval By Mr. McIntosh)* Learning Commons *(Approval By Ms. Domeier)*

Music Room *(Approval By Ms. Smith or Mr. Han)* Dance Room *(Approval By Ms. Twigg)*

Atrium 1st Floor Atrium 3rd Floor Outside Atrium Classroom # _____

Other Area: _____ **Facility Approval By:** _____ **Date:** _____

EQUIPMENT REQUESTS:

Sound System TV / Projector **Other:** _____

Equipment Approval By: _____ **Date:** _____

STEP 3: HAND FORM IN TO MAIN OFFICE:

**BELOW FIELDS TO BE COMPLETED BY THE OFFICE*

EVENT HAS NO APPARENT CONFLICTS

DISTRICT RENTAL MAY BE NEEDED

OTHER: _____ **INITIALED:** _____ **DATE:** _____

STEP 4: MEETING WITH ADMINISTRATOR MAY BE BENEFICIAL

NOT REQUIRED

Meeting Date: _____ Time: _____

Principal / VP Approval: _____ Date Approved: _____

STEP 5: FINAL APPROVAL

Approved by Events Vice-Principal: _____ **Date:** _____



**GRANDVIEW HEIGHTS
GRIZZLIES**