

# EVENT PLANNER

Required for all OPHS Club Events

This form should be turned in two weeks BEFORE beginning arrangements, placing/taking order, or publicizing.

STEP 1. Complete the left section of this form and bring it to Mrs. Brown in the Student Store for the first of four signatures

Organization/Club

Event Name

Event Date

Event Time

/

Club President's Name

School Email

/

Advisor's Name / Signature

Name of staff member who will be present at the event (if not Advisor)

Signature

## EVENT DESCRIPTION

Anticipated number of attendants?

## LOCATION

Great Lawn

Pavilion

G-9

Office

Other  \_\_\_\_\_

## SET UP INSTRUCTIONS

Tables  \_\_\_\_\_

Electrical

Chairs  \_\_\_\_\_

Lighting

Canopies

Other

## APPROVALS

(before scheduling any event)

STEP 1: Mrs. Brown's signature (Student Store):

## TO BE COMPLETED BY OFFICE

STEP 2: Mrs. DiCamillo's signature  
(Main Office - approve facility location is available)

STEP 3: Mr. Meskis' signature  
(Assistant Principal's Approval of Concept)

STEP 4: ASB Approval

ASB Advisor's Approval of Concept (A. Taousakis)

ASB President's Signature

Date of ASB Business Meeting Approval

Pavilion Approval

Gym Approval

Entered in Facilitron

Custodial Charge Amount \_\_\_\_\_

## MISC INFORMATION

If this a fundraiser?

Will there be purchases?

Using outside vendors?