EVENT PLANNER

Required for all OPHS Club Events

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

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: Administration's signature
(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? ☐