



|                 |    |  |
|-----------------|----|--|
| <b>Original</b> | RR |  |
| <b>Copies</b>   |    |  |
|                 |    |  |
|                 |    |  |

## **Event Form**

If you are planning an event, please fill out this form and give it to  
**Ms. Rosi Reichert or to the LS or US Secretary.**

**(Please give 2 weeks notice before the event takes place)**

Organizer's Name \_\_\_\_\_

Teacher Sponsor's Name \_\_\_\_\_  
(if organizer is not a member of the faculty)

LS / MS / HS \_\_\_\_\_

What kind of event? \_\_\_\_\_

Date \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

Where will it take place? \_\_\_\_\_

How many participants? \_\_\_\_\_

### **Needs**

#### **Special equipment**

\_\_\_\_\_  
\_\_\_\_\_

#### **Other needs**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Approved Calendar Committee