**Event Name:**

|  |  |
| --- | --- |
| Organizer |  |
| Names |  |
| Phone/Cell |  |
| Email |  |

|  |  |
| --- | --- |
| Date and Time |  |
| Begin Date and End Date |  |
| Set Up Time |  |
| Event Start Time |  |
| Event End Time |  |
| Tear Down Time |  |

|  |  |
| --- | --- |
| Expected Attendance |  |
| Last Year’s Attendance (if known) |  |
|  | |
| Itinerary: | |
|  | |

**Chaperons**

**Chaperons must sign below that they have agreed to be the responsible adults during the event**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Time on duty | Signature |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Venue Information**

|  |  |
| --- | --- |
| Venue |  |
| Contact |  |
| Email |  |
| Phone/ Website |  |

|  |  |
| --- | --- |
| Is food being served? | YES / NO |
| Who will provide the food? |  |
| Who will provide the drinks |  |
| Who will deliver the food? |  |
| Who will serve the food and drinks? |  |
| If you are preparing the food, what is the menu? |  |
| Food Vendor Company Name |  |
| Contact |  |
| Email |  |
| Phone |  |
| Website |  |

|  |  |
| --- | --- |
| Is there any form of entertainment? | YES / NO |
| If so… |  |
| Service Provider’s name |  |
| Contact number/email |  |
| If music, please include your playlist.  If |  |

**Budget**

|  |  |
| --- | --- |
| What do you require for this event? |  |
| How much money do you require  for this event? |  |

**Advertising**

|  |  |
| --- | --- |
| How will you be advertising for this event? | YES / NO |
| By what means will you advertise? |  |

**Transportation (if required)**

|  |  |
| --- | --- |
| What is the method of transportation? |  |
| Company Contact Info |  |

|  |  |
| --- | --- |
| Analyze the level of risk of this event? | HIGH / MEDIUM / LOW |
| What are the potential risk factors? |  |
| What is being done to prevent these  risks? |  |
| How will you return the location to its  original condition? |  |

**Fill this form out completely and hand to Ms Blanka or the principal**

**for approval via email.**