

Meeting Request– to be completed 4 weeks prior to first meeting

Name of Meeting:	
Purpose/Educational Objective for Meeting:	
Intended Audience of Meeting (parents, community members, children, etc.):	
Expected Attendance at Meeting:	
Planner of Meeting:	
Contact Information of Planner:	
Date(s) of Meeting:	
Start Time of Meeting:	
End Time of Meeting:	
Start Preparation Time of Meeting:	
End Cleanup Time of Meeting:	
Source of Funds for Meeting (if applicable):	
School locations needed:	
School materials needed for event:	
Tables #	
Chairs #	
Risers & where placed	
Projector/Laptop/Screen	
Sound System	
Description of layout if set up/prep is required:	
Preparation Team Members (if set up/prep required):	
Staff Member(s) present during meeting: (All meeting must have a staff member present on campus during entire event, including clean-up)	
Additional information:	

As Planner of meeting I take responsibility to ensure that the following are followed:

- No use of kitchen without permission/training by Food Services Manager
- No students unsupervised in building at any time
- Staff member present must be aware of when I arrive and when I leave after meeting is concluded
- Trash is to be picked up in all areas and all items to be put back where belong. Any broken/lost items need to be reported to the staff member.

Attach Flyers (all flyers must be translated, attached , and receive approval prior to posting or distribution)

[click to email Office Manager. Be sure to add attachment.](#)

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Administration Use Only

Master Calendar: Clear

Possible Conflicts:

OCSA calendar: Clear

Possible Conflicts:

[OCSA Calendar](#)

ADMINISTRATION

Approved By: _____

Comments:

Planner Notified of review decision: Date: _____

[mailto: Operations, Director, Front Office, Food Svs, Custodial, KEDS](mailto:Operations, Director, Front Office, Food Svs, Custodial, KEDS) (Be sure to cc planner)

Revised: June 2020