

Calendar/Reservation/Maintenance/Promotion/Security Requests

Completed forms are to be turned into Office Receptionist. Once approved, the requestor will be notified by email.

Addition Deletion Change - original date was _____

Name of Requestor: _____ Today's Date: _____

Requestor Phone: _____ Requestor Email: _____

Club/Organization: _____ Event Name: _____

Event Date(s) Needed: _____ Start Time: _____ End Time: _____
(required) (required)

Location Requested: Conference Room Library (after 3PM) Faculty Dining Room Cafeteria Kitchen
 Main Lobby Auditorium Auditorium Lobby Gym (non-athletic events) Other _____

Maintenance Information: (if applicable)

Set Up Date: _____ Time Set Up to be Completed : _____ Tear Down Start Time: _____

Special Instructions (use reverse to draw sketch): _____

Fundraiser Information: (if applicable)

Profits will be used for (be specific) _____

Tickets: Price \$ _____ Includes: _____

Raffle: Yes No Prize: _____ Value: _____ (license must be attached)

Alcohol: Yes No (alcohol may not be sold or advertised as available)

Name of Contact for Event _____ Phone: _____

Request must include: Operating Expenses/Costs, Anticipated Profit, Full Details of Fundraiser, List of Individuals/Companies to supply goods or services for free or reduced fee.

Promotion Requested: (if applicable) (email details to lkeith@yorkcatholic.org)

Social Media: Facebook Instagram Twitter

Email Blasts: Parents/Staff Alumni Friends

PR: YC Website Media/Press Release Church Bulletins Photo Needed

Schaad Security Coverage Needed: (if applicable)

Yes No Start Time: _____ End Time : _____

For office use only

Routing/Approval Process:

Signature and Date Approved

Calendar Request Reviewed and Distributed (Office Receptionist)

Final Approval (Principal)

Place on Calendars: Master Internal Public Website

Calendars Updated (Office Receptionist)

Master Internal Public Website

Promotion (Communications Director)
