



**FLINT HILLS
CHRISTIAN
SCHOOL**

EVENT REQUEST FORM

Date: _____

Contact Person/Coordinator of Event: _____

Phone Number: _____ Email: _____

Please fill out all applicable details below then submit this form to **Jordan Candido**.
This form must be submitted 30 days prior to the event date.

Event Name:	
Purpose of Event:	
Event Description: <i>*Details listed here will be used on our calendar.</i>	
Event Date(s):	Approx. Attendance:
Start Time:	End Time:
Set-Up Time Needed:	Clean-Up Time Needed:
Target Audience: <i>*e.g., school-wide, specific grade, etc.</i>	

<p>Room(s) Requested: <i>*select all that apply</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Gym <input type="checkbox"/> Conference Room <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Lunchroom <input type="checkbox"/> Outdoor Space <input type="checkbox"/> Kitchen <input type="checkbox"/> Hallways/Front Lobby Area <input type="checkbox"/> Outbuilding _____ 	<p>Equipment Needed: <i>*select all that apply</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Tables: # Needed _____ <input type="checkbox"/> Chairs: # Needed _____ <input type="checkbox"/> PowerPoint/Technology <input type="checkbox"/> Speaker System <input type="checkbox"/> Music <input type="checkbox"/> Microphones: How many? _____ <input type="checkbox"/> Money Box <input type="checkbox"/> Other _____
<p>Marketing: <i>*select all that apply</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Newsletter Inclusion <input type="checkbox"/> Social Media Exposure (Facebook, Instagram) <input type="checkbox"/> Website Landing Page <input type="checkbox"/> Text Message <input type="checkbox"/> Flyer Design 	<p>Other Details: <i>*Optional</i></p>

- Approved
- Denied

Principal Signature: _____

Date: _____

D.O.A Signature: _____

Date: _____

<p>Reason(s) for Denial: <i>*If Applicable</i></p>
