

Staff or PTA Request for Daytime Facilities Use (Revised: 1/14/13)

Program: _____

Room(s) Requested: _____ (Reserve through Dawn or Pam 30 days in advance.)

Date(s) Requested: _____ **(ALL REQUESTS ARE DUE 30 DAYS PRIOR TO EVENT.)**

Did you check Monroe/WNHS calendars for conflicts with this date? Yes No

Time Requested: From _____ To _____

Time doors are to be opened: _____

Person(s) Requesting Building Use: _____ Phone: _____

Dress Rehearsal Date: _____ Time: _____

Have you asked Pam or Dawn to reserve tentative performance and/or rehearsal dates on the large calendar? Yes No

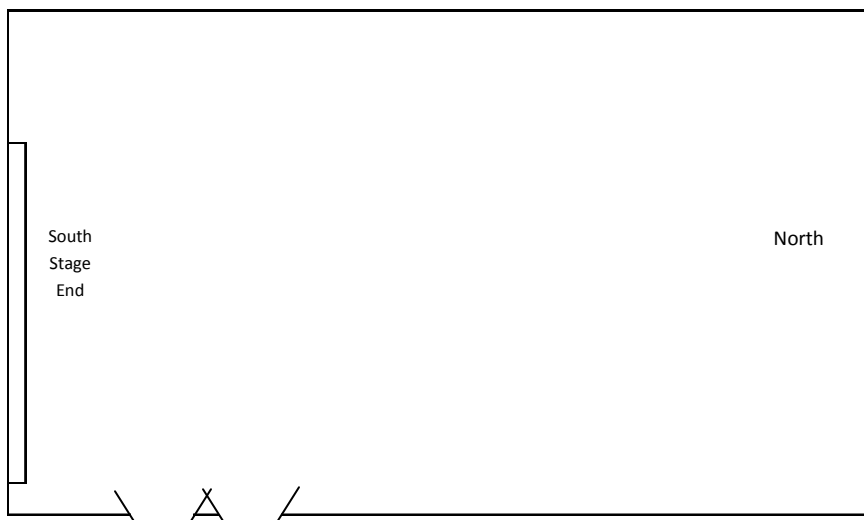
Set Up Needs

Number of Risers Needed: _____
Date(s) Needed: _____
Location (mark on map)

Chairs
Number Needed: _____
Location (mark on map)

PA System: (circle) Yes No
Person responsible for set up: _____
Have you notified them? (circle) Yes No
Location of PA System (mark on map)

Special Instructions



Notification List: Please give a copy of this plan to all appropriate personnel. Preapproval is needed from building principal & staff whose space is to be used.	
_____ Principal	_____ LLC Director
_____ BASP Director	_____ Custodians
_____ Front Office	
_____ PE Teachers	
_____ Classroom Teacher (s)	

Principal Approval: _____ Date: _____

Suggested Timeline for Performance Preparation at Pleasant Hill

FOUR WEEKS PRIOR TO EVENT

To schedule Event:

- Have office staff put event on large wall calendar in the office and on website calendar
- Once approved, event notice should be sent to all staff members by those in charge of event
- Fill out the Room Request Form including set up plans in order to reserve rooms for event, rehearsals, and a “holding area” for students
- Include all set up needs (number of chairs, layout of chairs / risers, etc.)
- Be sure the space use has been discussed with the appropriate staff member (PE teachers for gym, LLC Director for LLC, BASP Director for MPR and gym before and after school, etc.)

THREE WEEKS PRIOR TO EVENT

- Touch base with necessary staff members regarding any rehearsal times needed.
- When scheduling dress rehearsals, please be sensitive to how this may impact those not involved in your program.

TWO WEEKS PRIOR TO EVENT

- Finalize plans for sound equipment
- Be sure all teachers and specialists involved have been reminded of all rehearsal times
- Schedule instrument use (piano)
- Finalize volunteers for set-up and clean-up
- Post flier by mailboxes inviting others to dress rehearsal or performance