

CHARLES WRIGHT ACADEMY
SPECIAL EVENT SET-UP REQUEST FORM

DIVISION	REQUESTED BY	DATE
LOCATION	DIVISION HEAD APPROVAL <i>(REQUIRED)</i>	DATE NEEDED
Event has been scheduled with and approved by calendar coordinator: <input type="checkbox"/> Yes <input type="checkbox"/> No		

SET-UP REQUIREMENTS

Type of Function _____

Function starts at _____ Set-up can begin at _____

Clean-up can begin at _____ By: Sponsor Maintenance Custodial

Chairs _____ Tables: 6' _____ 8' _____ Round _____ Dividers _____

Garbage Cans _____ Other _____

Comments: _____

DRAW FLOOR PLAN/DIAGRAM BELOW