



# Event Form

Event Contact:

Contact Number:

Name of event:

Date of Event:

Start time of event:

End time of event:

Set up date:

Location of event: Building

Room

Description of event:

Will childcare be required? (Two weeks prior notice is needed): Yes \_\_\_ No \_\_\_

Estimated number of children by age: PreK/Nursery(birth-4YO) \_\_\_ Children (5YO-6<sup>th</sup> Grd) \_\_\_

Is online registration needed? Yes \_\_\_ No \_\_\_ Registration Start & Stop Dates: \_\_\_\_\_

Resources needed (check all that apply):

Building Resources

Vehicle Resources

Recreation Resources

A/V Resources

5' Round Tables: \_\_\_ #: \_\_\_

White Trailer: \_\_\_

Snowcone Machine: \_\_\_

TV/DVD Cart: \_\_\_

4' Rectangle Tables: \_\_\_ #: \_\_\_

2012 Starcraft  
(aka Enterprise): \_\_\_

Popcorn Machine: \_\_\_

Laptop: \_\_\_

6' Rectangle Tables: \_\_\_ #: \_\_\_

2015 Starcraft  
(aka Voyager): \_\_\_

Cotton Candy Machine: \_\_\_

Sound Operator: \_\_\_

8' Rectangle Tables: \_\_\_ #: \_\_\_

Train & Trailer: \_\_\_

Portable Sound: \_\_\_

Projector/Screen: \_\_\_

Special setup needs, resources and/or instructions:

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Received/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

- If you need access to a building for the event or setup/teardown outside of normal business hours (M-Th 8-5), it is your responsibility to check out a key during business hours from the office.
- Childcare must be requested with two weeks prior notice due to Risk Management policy requirements and to allow staffing of the appropriate numbers of childcare workers.
- At this time, tear down and restoring resources to their pre-event status is the responsibility of the event contact.