

PTIC Event Request

Event Name: PTIC _____
Date(s) of event: _____
Time of event (for calendar): _____
Set up/Clean up Times (for building use): _____
Grades/classes involved: _____
Location (building and room(s)): _____

Will food be served at this event?

Yes No

Event needs to be entered on Master Calendar (online)

Yes No

Facilities Use Request with the District is needed

(Only needed if using the buildings before/after school or on weekends)

Yes No

Please check all needed equipment

Chairs	Yes	No	# needed
Stage	Yes	No	
Risers	Yes	No	# needed
Tables	Yes	No	# needed
Cones	Yes	No	

Special Equipment needed

Diagram of event (if applicable)