



Internal Accounts
Request for Special Activity
(Complete in duplicate)

Date: _____

School: _____

Name of organization: _____

Type of event: _____

Purpose of event: _____

Location of event: _____

Date(s): _____ Time: _____ Periods to be missed: _____

Admission charge: _____ Mode of dress: _____

Grade levels participating: _____

Open or closed to "out-of-school" persons: _____

Chaperones: _____

Rehearsals needed: _____ Transportation arrangement: _____

Preparation checklist (For activities in the school building or on school grounds)

- 1. Equipment requisitioned
2. Decorations arranged
3. Tickets printed
4. Refreshments
5. Security:
6. Clean up committee appointed:
Teacher in charge:
Members of committee

Sponsor's Signature Date

President of Organization Date

If school building or equipment is involved:

Head Custodian Date

For action as provided by school's rules:
Approved [] Denied []
Principal
Assistant Principal for Administration
Student Activities Director