

Grover Middle School
Calendar 2017-2018
School Event Request Form

Please submit to Michele Wolf at michele.wolf@ww-p.org
 for Administrator Approval



Date Submitted:	
Staff Name	
Phone Contact	
School Event Title:	
Date Requested:	
First Choice	
Second Choice	
Requested Times (total)	
Actual Event time	
Set-Up/Clean Up	
Requested Room(s):	
Grade/Team:	
Estimated # Participants:	
Event Description/ Special Set up needs (e.g. microphones, portable screen, electrical cords, seating arrangements – include a sketch)	

Administrator Signature: _____