

PAUL ECKE CENTRAL SCHOOL

EVENT SET UP REQUEST

Please submit request to the custodian at least 3 working/school days prior to your event.

Date of Event: _____ Time of Event: _____

Name of Event: _____

Contact Person: _____ Phone # _____

Today's Date: _____

- Event Location:
- Multi –Purpose Room
 - Media Center
 - Classroom # _____
 - Outdoors – Specify _____

By what time does set up need to be complete? _____

Will break down be necessary? Yes / No

Set up needs (equipment, tables, chairs, sound system,etc):

Special Instructions:

Set –up Diagram/ Notes: