

# William Cullen Bryant High School

*"The Relentless Quest for Excellence"*

## EVENT FORM 2022-2023

**INSTRUCTIONS:** After you have completed all of the requested information below, you MUST have this application approved and signed by the supervising assistant principal of the activity. Then please submit the completed form to Ms. Mason, Room 131.

School Event:

Date(s) Requested:

Room(s):

Time Requested:

Actual Time:

# of Attendees:

Deans Requested:

Supervising Assistant Principal \_\_\_\_\_

Sound System Required: YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please check- in with Mr. Weisman (B49) **at least** one week prior to your event to confirm equipment and set up. If not contacted, your request may not be accommodated as requested.

Personnel Involved/Extension \_\_\_\_\_

Staff Member Making Request \_\_\_\_\_ Date Submitted \_\_\_\_\_

For Fundraising Events: see Chancellor's Regulation A-610, Fund Raising and Collection of Money from Students or see Vicky in Room 235 for further details.

Assistant Principal Mason \_\_\_\_\_ APPROVED DENIED Date \_\_\_\_\_

Roman Mirecki, Custodial \_\_\_\_\_ Date \_\_\_\_\_

PERMIT #

# OF SSA

# OF SSA3

**IF THE DATE, LOCATION OR TIME OF AN EVENT NEEDS TO BE CHANGED, YOU MUST SUBMIT ANOTHER EVENT FORM TO THE SECURITY OFFICE INDICATING ON THE FORM CHANGE BEING REQUESTED.**

c: Principal's Office

Ms. Sepulveda

Mr. Goldenberg

Custodians Office

Level III

Mr. Weisman

Ms. Hoover

Ms. Leon

Ms. Falco

Mr. Juan Velez

Add event to Bryant Website Calendar (circle): Yes / No

This event needs to be photographed by Yearbook (circle): Yes / No