



Carlyn St. Aubain, Principal

EVENT FORM 2023-2024

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 121.

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 Erica in Room 139A 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

AP Henry
AP Morales

Mr. Weisman

Ms. Hoover

Ms. Leon

Ms. Falco

Mr. Juan Velez

AP Mason

Level III

Ms. Ames

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

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