

EVENT INFORMATION



*****TURN INTO OFFICE*****

Event: _____

For: _____

Day and Dates: _____

Times: _____

Location: _____

Sponsored By

Grade Level

Teacher: _____

Permission slips/money turn into: _____

Amount: _____ Made out to: _____

Due date: _____

Other useful information to know:

Room Diagram
Please attach

Equipment needed.
Please list below

Please supply this information to the office as soon as possible. This will help us to answer any questions parents will have about the event.

Thank you