

# West Activity Proposal

Please submit this form to your grade level administrator at least 2 weeks prior to the activity. This must be submitted and approved before you can get anything on the calendar and space reserved.

If there are any changes in your plans once the event is on the calendar, it is your responsibility to submit those changes to administration as soon as possible—preferably with another West Activity Proposal form.

## **General Information:**

Name of Activity:

Date of Activity:

Location of Activity:

Time of Activity:  
(Notify Security of evening events)

Students Participating (Grade/Team and number):

Name of Primary Contact Person:

Staff Participants:

Other Adult Volunteers:

Academic Purpose of Activity?

## **Buses:**

How many buses will be needed?

How will buses be paid for?

Departure time from West:

Arrival time back to West:

## **Equipment and Space:**

Special equipment, tables, etc...needed:

Help needed in set up/clean up? If yes, check with Norm.

Rooms/Space Requested:

## **Special space and the people you must check with first to avoid conflicts:**

- Auditorium: Choir, Band, Orchestra, Drama, (eg, Dave Foster and/or Ed Deepe)
- Gym: PE Teachers
- Media Center: LTEs
- Cafeteria: Building Manager
- Evening Events and/or use of gates: Security, Admin

## **Steps to get this approved and on the calendar:**

1. If you require special space, check with the person responsible for that space first (see above).
2. Check the **FM Schedule** on the West web page for possible conflicts.
3. Submit your West Activity Proposal to administration 2 weeks prior to the event.
4. If approved and there are no conflicts, admin will put your event on the **FM Schedule/Calendar**.

- **Security is required for evening events unless administration and security decide otherwise.**

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Administrative Approval Response

Proposal was :            Approved \_\_\_\_\_            Denied: \_\_\_\_\_            See me: \_\_\_\_\_

Date: