



**Perquimans County Middle School**

**Request for School Sponsored Event**

Requestor Name: \_\_\_\_\_

Event Requested: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Person(s) Supervising Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date and Time: \_\_\_\_\_

List Any Resources Needed for Event:

_____	_____
_____	_____
_____	_____

Approved       Disapproved

\_\_\_\_\_

Staff Signature / Date

\_\_\_\_\_

Principal Signature / Date

*Please submit to Bookkeeper no later than 10 working days prior to the requested event.*

# School Sponsored Event Checklist

- Obtain approval for event and date with Principal by completing the Request for School Sponsored Event.
  
- Communicate event with families and provide electronic version of your flyer to Ms. Quinlan and Ms. Riddick to be added to social media and website.
  
- Complete a check request for start up funds.
  
- Provide your own concessions (meat products CANNOT be prepared on site) or notify Ms. Quinlan if you intend to use athletic concessions (proceeds will go to athletics)
  
- Work Order to extend air conditioning, heat, and/or lighting.
  
- Decorate for the event
  
- Ensure that Deputy Sawyer is available