



Marquerite Christian Elementary School Activity / Event / Communication Request Form

1. Requestor name and contact information:

Name:

Email:

Phone:

2. Description of activity / event / communication, including goal of event:

Note: All forms must be submitted 8 weeks prior to the event in order to obtain all necessary and required approvals

3. Date and time of the event?

4. Where will the event be held?

Note: any event that occurs outside of school time will require a building usage request

5. How will the event be communicated to the MCES Parents?

Will the requestor make a flyer?

- If so, who will request and make copies?

Will the requestor make a Parent Link message the Principal will send out?

What is the timeline and specific date for these communications?

6. Will the requestor coordinate and drive the activity or is a resource required?

7. Will volunteers be needed to support the event?

8. How will this event be funded?

9. Is this event to be sponsored by the PTA?

Approval signature: