



## **Request for Placing Event Date on School Wide Master Calendar**

Directions: If a person/group is requesting an event date to be considered for placement on the School Wide Master Calendar, this form must be completed and submitted to Lena Bakis, Office Manager at [lbakis@socratesacademy.us](mailto:lbakis@socratesacademy.us), Phone: (704)321-1711, Fax: (704)321-1714. Please submit this completed form at least two weeks in advance.

Group/Committee (please circle one):

Board      Administration      Foundation      Staff      PFI      Committees

Date Submitted: \_\_\_\_\_

Person Submitting: \_\_\_\_\_

Contact Information-email/phone number: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

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

Number attending, if known: \_\_\_\_\_ Adults \_\_\_\_\_ Students \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

All forms need to be submitted at least two weeks in advance. Please be mindful that the person or persons submitting forms are responsible for coordinating and planning with their work group for transportation/chaperones/costs and any task needs. Thank you for your cooperation.

Very Important: In case of a cancellation of event or change of date, a Request for Cancellation/Change of Date of Event on School Wide Master Calendar Form must be submitted to Lena Bakis, Office Manager.