



**EVENT Date:** \_\_\_\_\_  
(ex.: Saturday, March 18, 2018)

**EVENT Title/Name:** \_\_\_\_\_

**EVENT Description for Parents' Online Calendar** (ex., advance & at-door costs; attire; etc.)  
If applicable, e-mail David a .pdf flyer to post on the HPE website.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT Start Time:** \_\_\_\_\_ **EVENT End Time:** \_\_\_\_\_

**EVENT Location:** (School Map available upon request) Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_

**Other Room #s** \_\_\_\_\_  
(Food not *usually* allowed in other rooms)

# Cafeteria tables \_\_\_\_\_ # Folding tables (Larry to Order from Warehouse) \_\_\_\_\_

# Large trash cans: \_\_\_\_\_ # Small trash cans: \_\_\_\_\_

**Will food/snacks/drinks be served?** \_\_\_ Yes \_\_\_ No (HPE Café *might* have catering options for you)

**Special Instructions / Set-Up:** (Please describe, or a draw simple diagram on the back)

\_\_\_\_\_  
\_\_\_\_\_

**Person/Group/Organization making request:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Signature of Person making request:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

Please e-mail or hand-deliver to: [david.jackson@lsr7.net](mailto:david.jackson@lsr7.net) and [larry.roark@lsr7.net](mailto:larry.roark@lsr7.net)

<b>STAFF USE:</b>	David has added to the appropriate calendar _____
	PE (Gym) has been notified _____
	Kids Country has been notified _____
	Larry has been notified _____