



THE SEVEN HILLS SCHOOL

Event Planner

Building/Area Requested:

(Please check)

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Living Room | <input type="checkbox"/> Patio | <input type="checkbox"/> Kitchen/Lunch Area |
| <input type="checkbox"/> Sport Court | <input type="checkbox"/> Playground | <input type="checkbox"/> Gym |
| <input type="checkbox"/> Tenvold | <input type="checkbox"/> Hunt Hall Rm _____ | <input type="checkbox"/> Other _____ |

The gate is normally open between 6:30 A.M. and 7:00 P.M. Do you need an alternate opening time for the gate? yes no If yes, what time _____

Event Title _____

Event _____
 Day _____ Date _____ Start Time _____

Event Coordinator: _____ Coordinator's Phone/Extension _____

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Event Set-Up _____
 Day _____ Date _____ Start Time _____

Event Clean-Up _____
 Day _____ Date _____ Start Time _____

Please indicate items and number needed:

- | | | |
|-----------------------|-----------------------|---|
| Folding Chairs _____ | Six Foot Tables _____ | Refrigerator Space <input type="checkbox"/> |
| Tablecloths _____ | Coffee Urns _____ | Surge Protectors <input type="checkbox"/> |
| Extension Cords _____ | Trash Bins _____ | Sound System <input type="checkbox"/> |
| Overhead _____ | Lectern _____ | |
| Freezer Space _____ | | |

Please describe, in detail, the type of assistance you will need. If you need to submit a diagram, please put one in Ponce's mailbox or you can use the computer to draw it here.