



CHANUTE CHRISTIAN ACADEMY
EVENT REQUEST FORM

Date: _____

Contact person/coordinator of event: _____

Phone number: _____

Email: _____

Please fill out all applicable details below and submit this form to **Jill Daugharthy** in the office.

This form MUST be submitted 30 days prior to the event date.

Event name:	
Event description:	
Event date(s):	Approx. Attendance:
Start time:	End time:
Set up time needed:	Clean up time needed:
Target audience: <i>*e.g. school wide, specific grade etc.</i>	
Rooms requested: <i>*select all that apply</i> <input type="checkbox"/> Gym <input type="checkbox"/> Mezzanine <input type="checkbox"/> Classroom(s) <input type="checkbox"/> Kitchen <input type="checkbox"/> Hallways/Entryway <input type="checkbox"/> Bathrooms <input type="checkbox"/> Parking lot <input type="checkbox"/> Playground <input type="checkbox"/> Yard behind school	Equipment requested: <i>*select all that apply</i> <input type="checkbox"/> Tables: # needed: _____ <input type="checkbox"/> Chairs: # needed: _____ <input type="checkbox"/> PowerPoint/Technology <input type="checkbox"/> Speaker system <input type="checkbox"/> Piano/musicians <input type="checkbox"/> Microphones: # needed: _____ <input type="checkbox"/> Money box <input type="checkbox"/> Trash cans: # needed: _____ <input type="checkbox"/> Banners/traffic cones/etc. List below ↓
Marketing/Media: <i>*select all that apply</i>	Other details: <i>*optional</i>

- Monthly newsletter
- School marquee
- Email
- Facebook
- Website landing page
- Flyers
- Note to be sent home with students

Please share your heart, vision, or reason behind this event request:

Thank you for submitting this request and participating in the mission of CCA. CCA is God's school, and we do request that all ideas be brought to Him first, by you, before submitting this form. Please indicate if you have spent time in prayer and listening before submission by checking the box and signing your name beside it.

Administrator approval:

- Approved
- Denied

Signature:

Date:

School board approval:

**if applicable*

- Approved
- Denied

Date:

Reason(s) for acceptance or denial: