



ROOM SET-UP REQUEST FORM

Please contact OurHVCalendar@gmail.com to book your room request. Then fill out this form and place it the Head Custodian's box (by the Faculty Room in the School Office) at least 2 days before your event.

Event Name:

Event Coordinator:

Event Date/Time:

Event Room:

Set-Up Time:

Coordinator Phone/Email:

Who Will Attend:
(grade level/parents)

Audio/Visual Needs:
(microphone, screen, etc)

Number of Tables/Chairs:

Other Needs/Notes:

Please use the space below to DRAW A PICTURE of your desired table/chair/room set-up:

STAGE/FRONT OF ROOM
BACK DOOR/ BACK OF ROOM