Event & Long Form Assembly Checklist

Step 1: Event Information

What is the name of this event?

What is this event?
  - Assembly
  - Evening Social
  - Evening Meeting
  - Other (please indicate):

Who is involved in Planning (staff, volunteers, organization)?

Number of students, staff and parents?

Staff Contact for the event: _____________________________

Preferred Date:

Event Date:

Set up Time:

Start Time:

Length of event/end time:

Alternate Event Date:

Start Time:

Set up Time:

Where do you hope to hold the event? (Please note this is based on availability)
  - Gym
  - Stage
  - The Commons
  - Classroom- Room #
  - Music Room
  - Library
  - Other (please indicate):

Step 2: Organizer Contact Information:

Name: _______________________________________
Step 3: Equipment Needs:

What are your needs for the event?

- Projector
- Microphone
- Computer Set up (if you bring your own, please note it must have an HDMI port)
- Music
- Other (please indicate) _____________________________

Step 4: Describe the Purpose of your Event

Why are we holding this event? How will it contribute to equity and the Thornton Creek community?

Step 5: Contact Elona at eethompson@seattleschools.org or Shannon at smwesterman@seattleschools.org for Space Reservations

Bring this completed form to the main office or email to: thorntoncreek@seattleschools.org

Admin Use Only

Received: ____________

Space reserved: ____________

Date/Time: ____________

Calendar: School: _______ Website: _______

Notes: ____________________________________________

______________________________________________

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