

**RETURN TO MARIE AVILA via email mavila@sandi.net. MAY TAKE UP TO 3 WEEKS FOR ADMIN'S APPROVAL**

**REQUESTER'S INFORMATION**

**Today's Date:** \_\_\_\_\_ **Requester's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Phone/Ext:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**EVENT INFORMATION**

**Activity Date:** \_\_\_\_\_ **Name of Event/Activity:** \_\_\_\_\_

**Activity Start Time:** \_\_\_\_\_ **Activity End Time:** \_\_\_\_\_ **Setup Start Time:** \_\_\_\_\_ **Setup End Time:** \_\_\_\_\_

**How many people expected to attend?** \_\_\_\_\_

☐ Advertise activity/event on school marquee.

☐ Advertise on school website ([www.sandiegounified.org/schools/clark](http://www.sandiegounified.org/schools/clark))



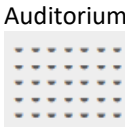

Is this a fundraising event? ☐ Yes ☐ No If yes, please fill out The ASB Fundraiser Request Form.

**FACILITY**

☐ Room 205 ☐ Parent Center Room 204 ☐ Room 108 ☐ Auditorium ☐ Office Conference Room

☐ Library Conference Room ☐ Other \_\_\_\_\_

**SETUP & EQUIPMENT**

<input type="checkbox"/> U-Shape 	<input type="checkbox"/> Classroom 	<input type="checkbox"/> Standard Auditorium Setup 	<input type="checkbox"/> Conference 	<input type="checkbox"/> Hoover Cluster Setup  <input type="checkbox"/> Use other side to draw setup.
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**Tables w/benches Qty:** \_\_\_\_\_ **Chairs Qty:** \_\_\_\_\_ **Trashcan(s):** \_\_\_\_\_ ☐ Podium ☐ Microphone ☐ Screen Setup

**Comments:** \_\_\_\_\_

**SUPPORT STAFF**

Additional funding maybe required for activities outside of school hours. How will this activity be funded?

☐ Custodial Services ☐ Security Services ☐ Media Tech Services ☐ Other \_\_\_\_\_

**OFFICE USE**

☐ Approved ☐ Denied By: ☐ Hendricks \_\_\_\_\_ ☐ Pham \_\_\_\_\_ ☐ Meredith \_\_\_\_\_

**Comments:** \_\_\_\_\_

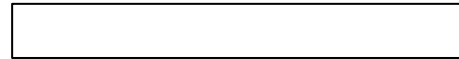
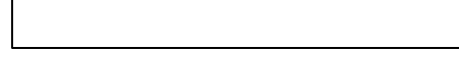


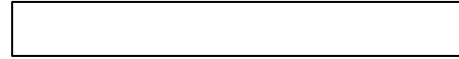
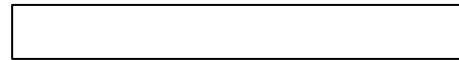
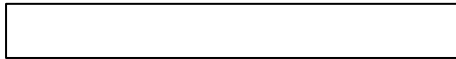
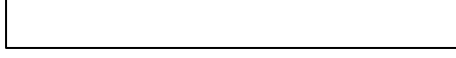


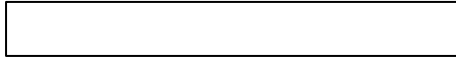
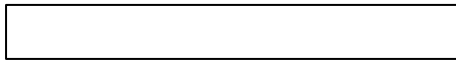
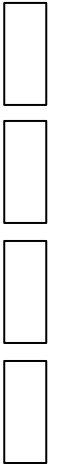
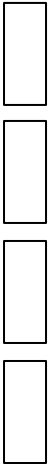
☐ Master Calendar ☐ Outlook Calendar ☐ Custodial Services ☐ Media Tech ☐ Finance Office

# Standard Auditorium Set-Up

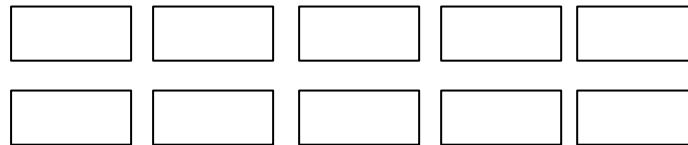
Stage

4 tables  
w/Bench

4 tables  
w/Bench



9 rows back w/chairs



2 rows of tables with benches

Please draw in this box if you are requesting a different table/chair set-up: