

SHS Calendar Event/Running Sign Form

Your Name: _____

Event: _____

Date: _____

Time: _____

Where: _____

Is the auditorium needed? Yes No

What items do you need in the auditorium?

Do you want this posted on the running sign? Yes No

For Administration Use Only

Has this event been approved by the administration? Yes No

This form should be filled out for **ALL** meetings and events in order for it to be posted on the district calendar and eliminate two (2) events scheduled at the same time.

You will receive a copy indicating that it has been added to the calendar.