

2013 HOMECOMING BOOTH REQUEST FORM

(complete one form for each booth requested)

****Complete and return to Laurie Self by October 7, 2013****

(Incomplete forms will be returned to the requestor and the activity will not be approved)

Organization or Dept: _____

Proceeds to go to (include Activity Fund # if applicable): _____

Responsible Person(s): _____

Activity Desired: _____

Recommended Charge For Activity: _____

Times of Activity: _____

Equipment/Furniture Requested: (Include number of and size of tables, chairs, booth, etc. The school will try to accommodate all equipment/furniture requests)

Electricity Needed: (indicate number of outlets needed, maintenance will try to accommodate all requests
___ No ___ Yes - Number of outlets needed _____.

Additional Information/Comments: _____

Responsibilities of Organizations/Departments:

1. Determine supplies needed, complete purchase requisitions, and place orders following established policy and procedures
2. Make own signs and decorations
3. Arrive prior to opening to set-up/prepare booth
4. Schedule individuals to work/monitor activity
5. Clean up and return all loaned equipment

Person Completing This Form

Date

Homecoming Booth Committee Approval _____ Yes _____ No