Facility Requests:  Are you chairing an event?

Does your event require a facilities request?  To find out, please ask your outgoing chairperson. If you are still unsure, please ask Aaryn Holland.

If your event requires a facilities request, please provide the following information to Aaryn Holland (aarynakel@yahoo.com)

 via email as soon as possible before your event (preferably a few months so that we can make sure that the room you are requesting is not booked by another group):

1. Your event name (example:  Goldwood PTA Ice Cream Social)

2.  A description of your event (example: an event for families where ice cream is served and the high school band plays)

3.  The Location of the event (Goldwood)

4.  The Room(s) or outdoor areas (Goldwood Room)

5. The event date (Good idea to check with Bev in the office first also)

6. The time the event will start and end (Also include set up time/clean up time)

7. The chairperson's name, email address, daytime phone and cell phone

8. What you need to set the event up- this is very important. Do you need a microphone?  Room for the band to set up?  A dancing area for the kids?  Tables and chairs? Only chairs?  Where do you want the tables and chairs?  Do you need any IT equipment or audio visual equipment?  The custodial staff will set up the event for you, but you need to let them know how you would like it set up.

9. A rough guess of how many people will attend the event.

10.  Finally, once the event is submitted, it is difficult to change.  Please finalize the details of the time, place and set up before submitting a facilities request.

11.  Thanks for volunteering to chair an event!