

**Largo High School
MULTI-PURPOSE / SPECIAL EVENT FORM**

Individual or group initiating request	Sponsor name	Sponsor Email	Sponsor Telephone
Date of Event	Time (include setup & cleanup)	Type of event	Anticipated # of guests

Purpose of the event:

Facility

_____ **Check here if not applicable to this request.**

Facility Requested: (Check all that apply)

<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Conference Room (30)*	Media Center:	
<input type="checkbox"/> Cafeteria (200)*	<input type="checkbox"/> Courtyard		<input type="checkbox"/> Resource Room A (90)*
<input type="checkbox"/> Classrooms* # _____	<input type="checkbox"/> Gymnasium		<input type="checkbox"/> Resource Room B (90)*
<input type="checkbox"/> Computer Lab(s)* # _____	<input type="checkbox"/> Other _____		<input type="checkbox"/> Main room (100)*

*indicates room has Smartboard

Write any room requirements:

Equipment Requested: (Check all that apply)

<input type="checkbox"/> Sound (Wireless Microphone, etc.)	<input type="checkbox"/> Furniture (Tables, Chairs, or Podium) most spaces are furnished
<input type="checkbox"/> Staging and Lighting	<input type="checkbox"/> Other _____
<input type="checkbox"/> Visual Aid (Smart Board or ELMO)	(We do not supply clickers to advance PowerPoint presentations)

Write any equipment requirements:

Plant Operations Information

Instructions to Plant Operations

Plant Operator overtime needed: _____ Yes _____ No Number of Hours: _____

Office Use Only		Posted to:
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	
<input type="checkbox"/> HPO, S. Williams	<input type="checkbox"/> Gym	
<input type="checkbox"/> Night Foreman, N. Summers	<input type="checkbox"/> Auditorium	
<input type="checkbox"/> Bookkeeper, E. Pettit	<input type="checkbox"/> Resource Cntr/Wolfe	<input type="checkbox"/> Sponsor - see above
		<input type="checkbox"/> Front Office Clerk, B. Brock
		<input type="checkbox"/> Web Page
Original to: Ryan Green , AP Facilities, Pony Route 2 727-588-4622 greenry@pcsb.org		<input type="checkbox"/> Activity Book _____
		<input type="checkbox"/> Activity Calendar _____
		<input type="checkbox"/> Focus Calendar _____
		<input type="checkbox"/> Marquee _____
		<input type="checkbox"/> Website _____

Please attach any additional information that may be pivotal to the approval of this event.