

# EVENT PLANNING REQUEST GUIDELINES

Listed below are the procedures to request use of any THS Facility for an upcoming event:

## ***1. Obtain and Complete Form***

A supply of Event Planning Request Forms is available in the Teacher Workroom and the Main Office. Copies can also be printed directly from the school's website ([www.thehighlandsschool.org](http://www.thehighlandsschool.org)).

## ***2. Turn in Form and Check Availability***

For events not already approved and on the calendar, the Event Planning Request Form should be submitted directly to Wilbert O'Hara a minimum of 21 days in advance. This lead time will allow us to avoid scheduling conflicts, will provide enough time for proper promotion via the THS Weekly, and will provide adequate notification to Maintenance for scheduling manpower for set-up and tear-down. A form must be completed and submitted even if set-up is not required.

## ***3. Review by Events Planning Committee***

After reviewing the requirements and schedule, final approval will be granted by Paul Sullivan (Principal; must approve all academic-related events first), John Borley (Executive Director), and Charlie Lindner (Business Manager). Once the form has been approved, Mrs. O'Hara will distribute the information as necessary and only then, added to the calendar by Debbie Hurley.

## ***4. Weekend Events***

If the Event is scheduled and approved over a weekend, the Event Coordinator must work with the Business Manager and the Maintenance Department to coordinate the opening, closing and security of the facility.

Should you have any questions regarding these guidelines or the event planning request process, please contact the Executive Director's Office.