

Master Calendar Request Form—Sylmar High School

This form must be submitted to Victor Rodriguez **THREE WEEKS** prior to the event for approval.

Club/Event/Organization: _____ Date Submitted Form: _____

Event/Activity: _____ Date Requested: _____

Organizing Staff Responsible: _____ Administrator Signature: _____

Plant Manager's Approval (Mr. Duran): _____

Facility Requested: Please circle and obtain appropriate signature from the designated administrator

Large Gym (Meir): _____ Small Gym (Meir): _____ Quad (Rodriguez): _____

Field (Meir): _____ Theatre (Meir): _____ Library (Mata): _____

Spartan Hall (Meir): _____ Other (Rodriguez): _____

Time of Event: Begin: _____ am/pm

End: _____ am/pm

Set-up Time Frame: Set up at _____ am/pm

Break down at _____ am/pm


Period(s): 1 2 3 Lunch 4 5 6

How many students will be participating in this event? _____

Will these students be absent from a class? _____. If so, please submit a roster to Ms. Gonzalez in the Records Office.

Will food be provided? _____. If so, please notify Ms. Shannon De La Cruz, Cafeteria Manager.

If preparation and/or clean up time is requested, please explain in detail and provide a drawing of the set-up below:



Equipment needed (be specific):

No. of Chairs _____ No. of Tables _____ Light System _____ Sound System _____ Projector _____

Personnel needed (be specific):

Police Officers _____ Security _____ If needed, please have Mr. Meir sign here: _____

Office Use Only - Routing and Date Provided:

☐ Christian Pine (Lighting/Sound/Stage): _____

☐ Staff Member Responsible: _____

☐ Department Administrator: _____

☐ Sun Weinberg (Financial Manager): _____

☐ Richard Duran (Plant): _____

☐ Edson Karratti (Tech Support): _____

☐ Ari Meir (Facilities Administrator): _____

☐ Victor Rodriguez (Calendar): _____

☐ Request Approved

☐ Request Denied

Date: ____/____/____

If denied, rationale: _____