

Date Received _____
Student Activities Use Only



MIAMI NORTHWESTERN SENIOR HIGH SCHOOL ACTIVITIES REQUEST FORM

YOU MUST SUBMIT THIS FORM ALONG WITH A PROGRAM OR AN AGENDA TO THE DIRECTOR OF STUDENT ACTIVITIES TEN (10) DAYS BEFORE THE EVENT FOR APPROVAL. IF AN AGENDA IS NOT SUBMITTED, THE EVENT WILL BE CANCELLED.

Name of Organization _____ Sponsor _____

Type of Event _____

Purpose / Description of Event _____

Location of Event _____ Date _____ Start & End Time _____

Rehearsal Date(s) _____ Setup Date _____ Setup Time _____

Grade Levels Participating _____ Total Number of Student Participants _____

Total Number of Community Participants Expected _____ Total No. of M-DCPS District Personnel Expected _____

EQUIPMENT / SPECIAL NEEDS – PLEASE CHECK AND LIST QUANTITY NEEDED

Sound System Projector Microphone Tables Chairs
Quantity

Other _____

CHAPERONES AND/OR COMMUNITY PARTICIPANTS

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Please refer to preparation checklist for activity sponsors (For activities inside of the school building or on school grounds)

SUBMITTED BY:

Sponsor's Signature Date

Club/Organization President Date

APPROVED BY:

Aisha Brooks, Activities Director Date

Dept. / Grade Level Assistant Principal Date

Wallace Aristide, Principal Date

Alfred Torossian, Vice Principal Date
(Signature required for weekend and night events)

TO BE COMPLETED BY ADMINISTRATION

No. of Security Personnel Needed _____

No. of Police Officers Needed _____