

**SANDY CREEK ELEMENTARY SCHOOL
ELEMENTARY EVENT CHECKLIST**

Title of Event _____ Date/Time _____

Location of Event _____ Audience/Grade _____

School Contact Person _____ Event Contact Person _____
Person _____ Person _____

Funding Source _____ Event Contact Phone Number _____

Event Objective _____

Curriculum Connection _____

Pre-Teaching _____

Follow-up/Closure Activity _____

_____ Clear with Principal: Principal Signature _____ Date _____

_____ Add date to master calendar

_____ Complete Building Use Form (include any equipment and furniture needs)

_____ Notify Principal of his/her role (i.e. introductions, etc.)

_____ Notify special area teachers, cafeteria, etc. whom it might effect

_____ Take pictures during event and write a short news release – submit to principal