



## EVENT REQUEST APPLICATION

All student events proposals must be presented in person to student council and be accompanied by this completed form.  
**Presentation times for council are every Monday at 3:00pm in room 265**

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- NOTE:**
- We understand that food sales need to be pre-packaged and made in a Food Safe facility; or made in a food safe facility and made by someone who has a Serving it Right certificate to fulfil District Guidelines.
  - We understand that it is the responsibility of the club to bring and provide appropriate supplies for our event. *Example: plates, napkins, utensils, tongs for food sales.*

Club Name: \_\_\_\_\_  
Club Rep Name: \_\_\_\_\_ Teacher Rep \_\_\_\_\_  
Club Rep Email: \_\_\_\_\_ Teacher Rep Email \_\_\_\_\_

### PROPOSED DETAILS

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
Event is for (Grade, Age, Fundraising, etc..) \_\_\_\_\_

DATE CHECK VERIFICATION	ADMIN APPROVAL
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<p><b>Please visit</b> <a href="http://wgssgmn.com/calendar/">http://wgssgmn.com/calendar/</a> <b>to ensure no other events are scheduled for this date/time</b></p>	<p style="font-size: 2em; font-weight: bold;">1 CLUB REP</p> <p>_____ Name</p> <p>_____ Signature</p> <p style="font-size: 0.8em;">I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.</p>	<p style="font-size: 2em; font-weight: bold;">2 ADMINISTRATION</p> <p>_____ Name</p> <p>_____ Signature</p>
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Is there a cost involved to students attending?    YES    NO    If yes, how much? \_\_\_\_\_

### ADVERTISING EXPECTATIONS

- Check off the following to ensure you understand advertising expectations:
- MAXIMUM number of posters around school: 40 pages (letter size). Be creative!
  - Ask teacher permission to use their boards outside their classrooms for all posters
  - Cleanly tape posters!
  - Event posters MUST be taken down immediately following event



<p><b>For Council Use Only</b></p> <p>Date of Proposal: _____ <input type="checkbox"/> Approved    <input type="checkbox"/> Not Approved</p> <p><input type="checkbox"/> Club Rep/Teacher Rep notified of decision    Notified by: _____</p> <p><input type="checkbox"/> All Council Advertising Completed    Verified by: _____</p>	<p><b>Notes:</b></p>
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Once verified, Student Council will send a verification email to the following people:  
 Student Rep / Teacher Rep     Ms. Matson ([Rylie.matson@sd35.bc.ca](mailto:Rylie.matson@sd35.bc.ca))     Ms Rempel ([ashley.rempel@sd35.bc.ca](mailto:ashley.rempel@sd35.bc.ca))     Mr. Powell (VP): [npowell@sd35.bc.ca](mailto:npowell@sd35.bc.ca)