



# 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 242**

**EVENT NAME:** \_\_\_\_\_

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

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

Please visit <a href="http://wgssgnn.com/calendar/">http://wgssgnn.com/calendar/</a> to ensure no other events are scheduled for this date/time	<b>1 CLUB REP</b> _____ <b>Name</b> _____ <b>Signature</b> I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.	<b>2 ADMINISTRATION</b> _____ <b>Name</b> _____ <b>Signature</b>

Is there a cost involved to students attending?  YES  NO If yes, how much \_\_\_\_\_

**If your event involves food, you MUST complete and attach the second page of this form**



Does Your Event Involve Food?

YES  NO

### 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



<b>For Council Use Only</b> Date of Proposal: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Club Rep/Teacher Rep notified of decision Notified by: _____ <input type="checkbox"/> All Council Advertising Completed Verified by: _____	<b>Notes:</b> _____ _____
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Once verified, Student Council will send a verification email to the following people:

- Student & Teacher Club Rep
- Mr. Radford ([mr.radford.wgss@gmail.com](mailto:mr.radford.wgss@gmail.com))
- Mr. Juteau ([sjuteau@sd35.bc.ca](mailto:sjuteau@sd35.bc.ca))
- Mr. Moorthy ([bmoorthy@sd35.bc.ca](mailto:bmoorthy@sd35.bc.ca))
- Ms Kelly ([brkelly@sd35.bc.ca](mailto:brkelly@sd35.bc.ca))
- Mr. Kitteringham ([lkitteringham@sd35.bc.ca](mailto:lkitteringham@sd35.bc.ca))

# FOOD SALE EVENT APPLICATION (PAGE 2)

This form must accompany the standard event application form if your event involves selling any type of food.  
Please staple this form to the original form.

IMPORTANT: Food sales that occur during school hours MUST obtain written permission from cafeteria prior to event approval from student council. Sales in morning/after school do not need cafeteria permission.

## FOOD YOU PLAN ON SELLING:

Club Name:

Date:

Time:

Location:

=====

### DATE CHECK VERIFICATION

1

Please visit  
<http://wgssgmn.com/calendar/>  
to ensure no other events are  
scheduled for this date/time

Name \_\_\_\_\_

Signature \_\_\_\_\_

I have checked and can verify that no other events are scheduled for this specific date and time.

### Approvals (obtain signatures IN THIS ORDER):

<b>2 CAFETERIA</b>	<b>3 ADMINISTRATION</b> <small>(not needed for before/after school food sales)</small>	<b>4 STUDENT COUNCIL</b> <small>(will be signed upon submission)</small>
Chef/Cafeteria Rep	Admin Name	Student Council Rep Name
Chef/Cafeteria Rep Name	Admin Signature	Student Council Rep Signature

**Please bring this completed form to the Student Council Meeting  
MONDAYS @ 3:00 in Room 242**

#### For Council Use Only

#### Notes:

Date of Proposal: \_\_\_\_\_  Approved  Not Approved  
 Club rep & teacher notified of decision      Notified by: \_\_\_\_\_  
 All Council Advertising Completed      Verified by: \_\_\_\_\_

Once verified, student council will send a verification email to the following people:

- Student & Teacher Club Rep
- Mr. Radford ([mr.radford.wgss@gmail.com](mailto:mr.radford.wgss@gmail.com))
- Mr. Juteau ([sjuteau@sd35.bc.ca](mailto:sjuteau@sd35.bc.ca))
- Mr. Moorthy ([bmoorthy@sd35.bc.ca](mailto:bmoorthy@sd35.bc.ca))
- Ms Kelly ([brkelly@sd35.bc.ca](mailto:brkelly@sd35.bc.ca))
- Mr. Kitteringham ([lkitterginham@sd35.bc.ca](mailto:lkitterginham@sd35.bc.ca))