

Today's Date: \_\_\_\_\_

CC: BW, AS

Entered in calendar: \_\_\_\_\_

## Master Calendar Request

1. Teachers/Specialists: \_\_\_\_\_

Activity: \_\_\_\_\_

Dates requested: \_\_\_\_\_ Time Frame (Including setup) \_\_\_\_\_

Actual Event Start and Finish \_\_\_\_\_

Location: \_\_\_\_\_ (which classes) \_\_\_\_\_

2. PTO Enrichment parent: \_\_\_\_\_

Conferenced with \_\_\_\_\_ (**teacher to confirm**)

Activity: \_\_\_\_\_ Dates: \_\_\_\_\_

-----Set up Needs-----

Custodial setup needed:        \_\_\_\_\_ Yes        \_\_\_\_\_ No

If yes, please be specific: \_\_\_\_\_

Technology setup needed:        \_\_\_\_\_ Yes        \_\_\_\_\_ No

If yes, please be specific: \_\_\_\_\_

LMC setup needed:        \_\_\_\_\_ Yes        \_\_\_\_\_ No

If yes, please be specific: \_\_\_\_\_

Recycling receptacles needed:        \_\_\_\_\_ Yes        \_\_\_\_\_ No

If yes, please be specific: \_\_\_\_\_

### Master Calendar Procedures

- Parents meet with the teacher to schedule enrichment activities.
- Check Foster's Master Calendar on the school website to see if the date you are requesting is available.
- Return the form to the office to add to the master calendar, book special rooms and distribute copies to all parties involved.