

Manoa Elementary P.T.O. Facilities Work Requested



Name of Event:

Committee Head:

Contact Info:

Email Address:

Cell Phone:

Equipment Requested (Check items needed and write in quantity needed):

☐

Tables

☐

Chairs

☐

AV Cords

☐

Projection Screens

☐

Projectors

☐

Trash Cans

☐

Extension Cords

☐

School Laptops (Near electrical outlets)

☐

Kitchen [List specific items below]:

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Event Location within School grounds: (List all rooms/areas in school intended for Event use):

(*Please keep in mind that Extended Day uses Cafeteria from 3:30 - 6:00)

Include drawing of equipment/room layout here and/or notes for the custodians. (Use back for add'l space).

Please fill out Event Setup Form at least one week prior to your Event and submit to the PTO president. President will deliver form to the appropriate school staff depending on Event needs.