

**CRENSHAW HIGH SCHOOL**  
**MASTER CALENDAR REQUEST FORM**

**\*\*\*MUST BE SUBMITTED THREE WEEKS PRIOR TO EVENT\*\*\***

All staff members are asked to complete this form if a date is needed for ALL school activities whether they are to be held on or off campus. Give careful consideration to your choice of dates. Once scheduled, a monthly calendar will be published and should be an accurate record of activities taking place within our school. Please submit dates so that they can be included on the calendar for that month.

**PROCEDURES FOR PLACING ACTIVITES ON THE MASTER CALENDAR:**

1. Please list your planned activity, indicating first and second choices of desired dates.
2. Planning ahead is the key to any successful activity. Submit your request **THREE WEEKS** in advance of the desired date.
3. Once a calendar date is granted, a facility/equipment clearance form will be given (if special rooms or equipment is to be used.)
4. Clearance sheet with special diagrams must be turned in a minimum if two weeks prior to the event.

**\*DATES FOR ALL ACTIVITIES SHOULD BE SUBMITTED AS SOON AS POSSIBLE TO AP. 'S OFFICE.**

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Your name or name organization \_\_\_\_\_

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**ACTIVITY**

**FIRST CHOICE**

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

TIME: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Staff Member Signature

**SECOND CHOICE**

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

TIME: \_\_\_\_\_

Administrator in Charge Signature

-----AP Use Only-----

- Your date of \_\_\_\_\_ for \_\_\_\_\_ has been placed on the Master Calendar.
- Your date of \_\_\_\_\_ for \_\_\_\_\_ has NOT been placed on the
- Master Calendar because:

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Final Signature: \_\_\_\_\_  
Assistant Principal