

**DICKERSON MIDDLE SCHOOL PTSA  
ROOM SET-UP REQUEST**

Please complete this form for all PTSA events that require any additional facility set up at the school. All requests should be submitted to Rita Janik, in the front office at least 3 days prior to the event. She will contact the custodians.

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

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

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Set up date: \_\_\_\_\_ Time: \_\_\_\_\_

Take down date: \_\_\_\_\_ Time: \_\_\_\_\_

For questions, contact: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Supplies needed and quantities of each (tables, chairs, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Audiovisual and electrical needs (outlets, extension cords, etc):

\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_

If applicable, please draw a diagram on the back of this page indicating how the room is to be set up. Attach additional pages if needed.