

George B. Carpenter Elementary School

p847-318-4370 f847-318-4201

300 North Hamlin Avenue, Park Ridge, IL 60068

Brett Balduf, Principal

Special Event Set-Up Request

Name of Event _____

Location Requested _____ Date of Event _____ Time of Event _____ AM
PM

Organization & Contact Name _____

Phone Number _____ Cell Number _____

Email _____

Please indicate amount needed below:	Diagram of Event Setup
Main Door	Open Locked
4th Grade Door #15	Open Locked
# of Tables	
# of Extension Cords	
# of Garbage Cans	
# of Chairs	
Audio Visual Needed	Yes No
Coffee Needed	Yes No
Custodian Needed	Yes No
Main Custodian: Vince Evola 224-523-6731 Night Custodian: Steve Hernandez 847-544-8935	

Please attach event setup sheet

****Please turn in to building secretary one week prior to event****