

Trimble Tech High School

Calendar/Facilities/Guest Speaker Request Approval Form

Please note: You **MUST** clear your event through the administrators over the calendar, facilities, and the principal before it can be placed in the school's Campus Calendar. If your event is to be held in any specific area within the building, you must get the approval of the personnel in that area as well.

All GUEST SPEAKERS MUST BE PRE-APPROVED by your supervising administrator.

Teacher Name: _____

Today's Date: _____

Group Name: _____

Event Date(s): _____

Location Requested: _____

Time of Event: _____ to _____

Event Details:

Custodian

Security

David Young - Calendar

Date

Brandon Rogers- AP - Facilities

Date

Athletics Department (only if using
the fields or the gyms)

Date

Jose Angel Lara - Principal

Date

Date Form Completed: _____