CORTLAND JUNIOR SENIOR HIGH SCHOOL
EVENT/DANCE PERMIT

This form must be completed and turned in to the Principal seven (7) days before the scheduled event.

What is the event/activity? _______________________________________________

1. Sponsoring Organization:_________________________________________________

2. Activity Person in Charge:___________________________________________

3. Date of Event: ________________  Hours of Event: ________________

4. Location of Event: ________________ Bldg. Use Form Submitted? YES NO

5. Have you planned to advertise – how – where? _________________________

6. Grades allowed to attend the event: _________________________________

7. Cost for admission: ________________Pre-Sale Tickets Available YES NO

8. Names of Chaperones. You must have at least 5 in addition to the person in charge.
   ___________________________________________________
   ___________________________________________________
   ___________________________________________________
   ___________________________________________________
   ___________________________________________________

9. Have you arranged to have the Cortland Police in attendance? ______________

10. Have you arranged for payment to the Cortland City Police? _________________

11. Have you arranged for a cash box with Mrs. Timmons? ___________________

12. Is there anything that you need in the cash box besides money? (i.e. stamp pad, stamp, markers, tickets...) If so, let Mrs. Timmons know.

13. Have you communicated to custodians about this event? __________________

14. Are there any special activities planned? (i.e. arm wrestling, dance contest, etc. - if so, what are they?)
   ___________________________________________________________________
____________________________________________________________________
____________________________________________________________________
15. Is any special equipment needed for the music or entertainment? (ie. Lights, staging, tables, chairs, microphones, mats)

____________________________________________________________________

16. What form of music will your organization be providing? CD’s – Band – Other

____________________________________________________________________

• Do you have a signed contract? ________________________Attach Copy

• Have you filled out the form in the SAR to have a check written? ______

17. Have you made arrangements for a concession?_____

What do you plan on serving?___________________________________________

See Mrs. Timmons for the concession money box.__________________________

18. The person in charge should plan on being here 30 minutes before and 30 minutes after the event. Chaperones should be here 15 minutes before and after the event.

19. What arrangements have you made to help with the clean-up (i.e. student help)

____________________________________________________________________

____________________________________________________________________

20. Is there anything unique about what you will be doing at this event?

____________________________________________________________________

____________________________________________________________________

Signature of Advisor or Sponsor __________________________________________

Please Print : __________________________________________________________

CC: K. Brafman
    J. Mack
    K. Cafararo