

**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