



PINNACLE COLLEGE

SCHOOL EVENT FORM

This form must be completed 2 weeks prior to a school event, in order to obtain permission from the School Management to conduct a school event.

1. Teacher in charge:

Date: / /

Event:

Purpose:

Where will the event take place:

Activity Date:

/ /

Activity Time:

/ /

Class(es) involved:

Students involved:

Costing involved to the school:

Costing involved to the students:

Checklist **before** the event

Will this event involve the whole school?

Will parents need to be notified?

After the event – (please remember)

Article and photos of the event submitted to the newsletter/yearbook committee?

2. Daily Organiser:

Name:

Approved.

Not approved

Reason for non-approval:

Date:

/ /

Initials:

Checklist:

Classroom / venue available?

Yes

No

Does it clash with any another event?

Yes

No

3. Principal:

Name:

Approved

Not approved

Reason for non-approval:

Date:

/ /

Initials: