

BUILDING SERVICE : DANCE

(submit at least 1 week prior to activity)

Date _____

Time _____

Place _____



We will need the following items for our dance:

MAIN HALLWAY:

_____ gates to rest of school closed and locked 1/2 hour before dance

DINING ROOM:

_____ 4 dining room tables across back windows for student seating

_____ soda machines turned off

_____ a lot of trash cans scattered around (also the large cans for recycling)

_____ mop and bucket left in the chair room for emergency spills

_____ two rectangular tables on stage for the DJ to set up

_____ sets of chairs for chaperones (see diagram)

HOSPITALITY ROOM:

_____ ASC room unlocked for our chaperone/teachers/supporting staff hospitality room

_____ 1 activity table along wall for refreshments

_____ extra chairs for seating

REFRESHMENTS:

_____ 4 dining room tables in front lobby for socializing/eating

_____ 1 rectangular table in C hall for selling refreshments

_____ 2 trash cans (lined) on a cart for sodas

_____ trash cans in lobby area and near snack tables - all around!

OPEN GYM (if checked):

_____ gym doors unlocked locked

_____ one set of bleachers pulled out

_____ sets of chairs at all doors of gym (for chaperones)

We appreciate the help that building service always gives. We would like to extend an invitation for all building service workers to stop by the hospitality room the night of the dance.