

# EVENT INFORMATION

Date

To Principal: I hereby request the following:

Activity

Group/Class Participating

Activity

Date & Time

Location

Notes

\_\_\_\_\_  
EVENT COORDINATOR

\_\_\_\_\_  
TEACHER'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

Trip Destination

Departure Date

Return Date

Departure Time

Return Time

Bus

Vehicle

Number of Students that will be attending