

## ADMINISTRATION EVENT PROPOSAL

### Instructions:

*Students should complete this form at least ten (10) working days in advance of the fixture/event. Fill in the boxes in the right hand column. Delete the existing content from each box as you go along, it's there just as an example of the information needed.*

*When the form is completed, save it on the system (or scan it) and notify the ARIS Administrator. Please do not make any further arrangements for the event until the proposal has been approved by the Administration.*

***Subject Teacher and another Staff Member are to supervise the whole program at all times for the duration of the program.***

***Students are responsible for the cleaning of the venue after the program and are also to ensure that facilities and items rented are properly kept and returned in their original state.***

### EVENT DETAILS

<b>Event title</b>	
<b>Event supervisors and their cellphone numbers</b>	
<b>ARIS Security staff on duty (Who?)</b>	
<b>Event start time and date (When?)</b>	
<b>Event finish time (When?)</b>	
<b>Location and Facilities Needed</b>	
<b>Team Members</b>	
<b>Spectators (How many?)</b>	
<b>First Aid (Who, where and what?)</b>	
<b>Form completed by (Who?)</b>	

<b>Date (When?)</b>	
<b>Caretakers</b>	
<b>Rental Fee</b>	

Signature (Administration): .....

Signature (Subject Teacher): .....

Signature (Student): .....