

# MERCYHURST PREP SCHOOL

## ACTIVITIES APPLICATION

TO BE FILED AT LEAST TWO WEEKS BEFORE EACH TERM

NAME OF EVENT \_\_\_\_\_ RECEIVED \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GROUP SPONSORING EVENT \_\_\_\_\_ TIME \_\_\_\_\_

MODERATOR \_\_\_\_\_  
Signature

CHAIRPERSON(S) \_\_\_\_\_

PROJECTED ATTENDANCE \_\_\_\_\_ TICKETS\PRICE \_\_\_\_\_ TYPE OF DRESS \_\_\_\_\_

REFRESHMENTS \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_ SECURITY NEEDED - \_\_\_ Yes \_\_\_ No

CHAPERONES \_\_\_\_\_  
(Attach List of Names)

CHECK- IN PROCEDURE \_\_\_\_\_

CHECK -OUT PROCEDURE \_\_\_\_\_

SET-UP BY MPS \_\_\_ Yes \_\_\_ No

CLEAN-UP BY MPS \_\_\_ Yes \_\_\_ No

DESCRIPTION OF ACTIVITY

For all events related to athletics return to Tom Rinke.  
For all other extracurricular events return to Deb Kooser.