

# CUSTODIAL SET-UP REQUEST

From: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Location:  Elementary School  Middle School

Room:  Cafetorium  Gymnasium  Other \_\_\_\_\_

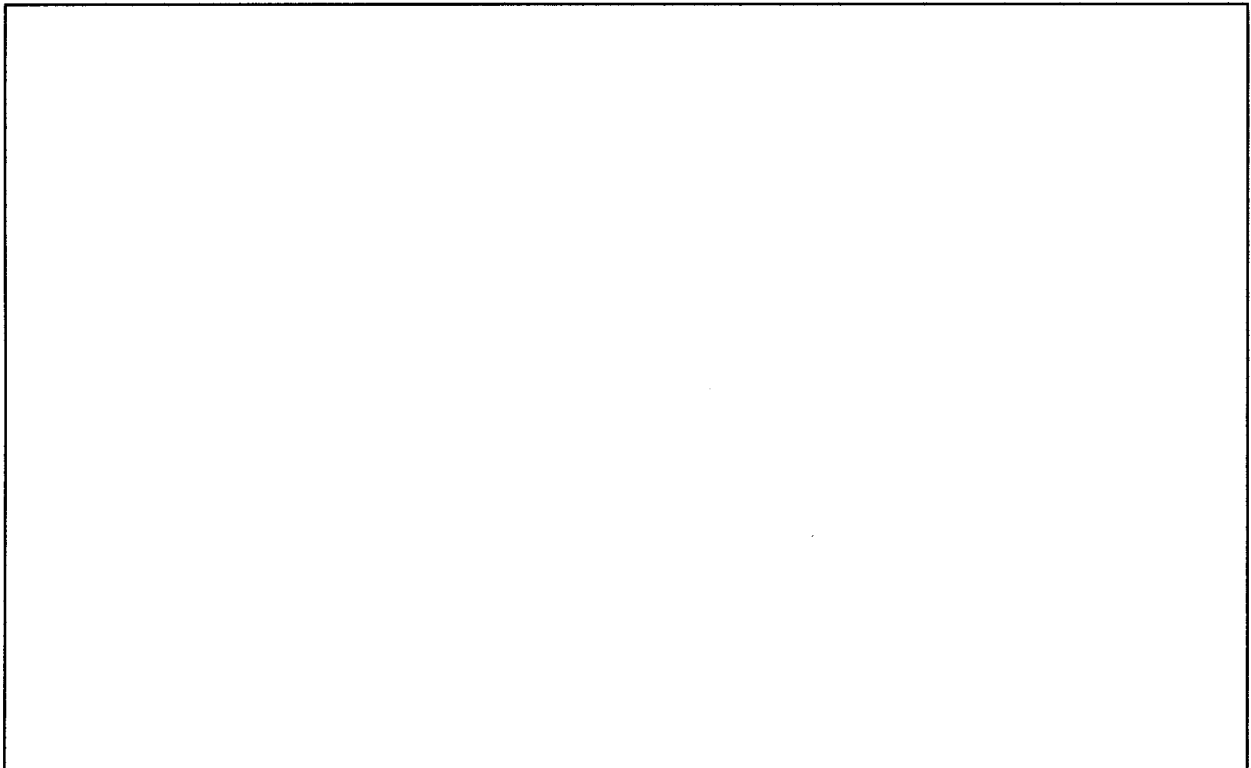
Please be advised that I will need set up on \_\_\_\_\_

Date

at \_\_\_\_\_ in the following manner.

Time

## Diagram of Room



Tables and/or chairs are to be set up as indicated above.

I need the following equipment: \_\_\_\_\_

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***This form should be forwarded to the Chief Custodian at least one week prior to date needed.***