



EVENT REQUEST FORM

EMAIL COMPLETED FORMS TO: MejiaC@duvalschools.org

EVENT TYPE: __PARTY __PROMOTION __FUNDRAISER __ACTIVITY
 __OTHER: _____

ORGANIZER NAME:

CONTACT INFO:

EVENT LOCATION, DATE, & TIME:

EVENT DETAILS:

BENEFIT TO THE TEAM:

ANTICIPATED COSTS:

HOW WILL EVENT BE FUNDED?

☐ DONATION BY ORGANIZER

☐ BUSINESS DONATION

☐ PARENT DONATIONS

☐ OTHER: _____

PLEASE ALLOW 2-3 BUSINESS DAYS FOR PROCESSING