



**Dominion Academy Event
Approval Form &
Checklist**

Event Name: _____ Event Date: _____

Location: _____ Start & End Times: _____

Is this a recurring event? Yes ___ No ___

If yes, please give days/dates/times (if different from initial event): _____

School Group in Charge of Event: _____

School Group Representative in Charge: _____

Sponsoring Staff Member/Adult: _____

How will this event be advertised? _____

Note: Any fliers posted at DA must be approved and initialed by Sponsoring Adult & Headmaster.

How is this event being funded? _____

Approximate cost of event: _____

Person in charge of:

Distributing and collecting student permission slips: _____

Distributing, collecting, and giving completed guest slips to office: _____

Transportation responsibility (check all that apply): ___ parent ___ student ___ school carpool

If carpool: Who is arranging carpools? _____

Sending thank you notes: _____

Arranging for chaperones: _____

Food: _____

Person purchasing food: _____

Payment method: ___ School Credit Card ___ Cash ___ Personal Funds & Reimbursement

Chaperones:

Have chaperones been arranged for? Yes _____ No _____ How many? _____

Name of Chaperone

Contact Number (Home or Cell)

Name of Chaperone(s)

Contact Number (Home or Cell)

Name of Chaperone(s)

Contact Number (Home or Cell)

Name of Chaperone(s)

Contact Number (Home or Cell)

Signature of Student in Charge

Date

Signature of Sponsoring Staff Member/Adult

Date

Signature of Headmaster

Date

- Entered into school calendar by Office Manager _____
- Event discription to be posted in news letter given to Office Manager _____
- Guest slips received and approved by Headmaster _____
- Funds availability verified by Business Manager _____
- Flier approval: Staff/Adult Sponsor _____ Headmaster _____
- Dates of contact with event location sponsor:
(1) _____ (2) _____ (3) _____ (4) _____
- Date Thank you's sent to:
 - Event Location Sponsor _____
 - Event Chaperones _____
 - Volunteers _____