



DOMINION

ACADEMY OF DAYTON

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)

Signature of Student in Charge Date

Signature of Sponsoring Staff Member/Adult Date

Signature of Headmaster Date

Office Use Only

- Entered into school calendar by Office Manager _____
- Event description 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 yous sent to:
 - Event Location Sponsor _____
 - Event Chaperones _____
 - Volunteers _____