

Important Information for Planning a Burke's Event

- The person planning the event **must** complete a form at least two weeks prior to the requested date, even if it is already on the school calendar and/or approved by the administration. This allows Cathy and I to confirm all relevant information, including date, time, location, and set-up requests and to avoid calendar and space conflicts.
- Please note the capacity of each room is located in the bottom right-hand corner of the form.
- There is no food or drink in the gym, without prior approval from the school administration.
- To protect the carpets from stains, you may only serve water or clear liquids in the library or archive room. Please remind people attending the event that they are not to bring dark liquids, including tea and coffee, into these spaces.
- Alcohol is prohibited on campus when students are present. Lower School extended care/enrichment classes and Upper School after school study hall ends at 6:00 pm, although occasionally a parent/guardian picks up the student late. You will need to check in with the receptionist.
- Shortly before the event, either Cathy or I will contact you to confirm that the form was received and to verify the information.

Thank you for your cooperation. We look forward to hosting this event at Burke's.

Roslyn Benjamin
Assistant Head of School

KATHERINE DELMAR BURKE SCHOOL
EVENT FORM – For Burke’s Parents/Guardians
Planning Form for all Burke’s Events ON or OFF Campus

To be submitted to Cathy Tritschler-Hall (via e-mail: cathy@kdb.org or fax: 415-666-0535)
when planning an event, but no later than 2 weeks prior to the event

Person Responsible: _____ Today’s Date: _____

Contact Person’s Telephone Number or E-mail Address: _____

Event: _____

Date for the Event: _____ Time for the Event: _____

Number of People: _____ Location: _____

Time Requested for the Location: _____

EQUIPMENT NEEDED (for on campus events only)

NOTE: Please provide your own paper products and water.
Coffee and tea are available per your request for the *lunchroom* only.

Set up

Technology

Projection/Digital/Computer

- Chairs (#) _____
- Tables (#) _____
- Tablecloths
- Podium

- Sound System
- Microphone
 - Handheld (cord)
 - Cordless
 - Lapel
- Lights

- Overhead Projector
- VCR
- TV
- Computer
- Digital Projector
- Screen

Security (may be necessary for on-campus events after 6:00 p.m. on weekdays and weekend)

Special instructions (room set up with sketch of arrangements and any other information):

For Office Use Only

Final Approval for Calendar with Instructions:

Final Approval for Facilities with Instructions:

September 2009

Room Capacity

- Archive Room – 40
- LS Library – 50-60
- US Library/Media Room – 100
- Lunch Room – 200
- Gym – 500