



# Trillium Creek PTA Facility Request Form

Date of Event:\_\_\_\_\_ Space requested/Number of people:\_\_\_\_\_

Are kitchen facilities needed for event? \_\_\_\_\_

Event Coordinator(s) Name:\_\_\_\_\_

Contact Phone Number:\_\_\_\_\_ Email:\_\_\_\_\_

## Items Requested for use:

- ☐ Gym Microphone & Speaker
- ☐ Portable Microphone & Speaker
- ☐ Garbage Cans #\_\_\_\_\_
- ☐ Recycling bins #\_\_\_\_\_
- ☐ Round Tables #\_\_\_\_\_
- ☐ Rectangular Tables #\_\_\_\_\_
- ☐ Folding Chairs #\_\_\_\_\_

## Inventory Key:

Gym Mic: 2 cordless mics  
Portable: 1 speaker, 1 mic, 1 iphone cord  
Garbage cans: many  
Recycle cans: 2  
Round Tables: 6  
Rectangle Tables: 15  
Folding chairs: 200 heavy duty  
144 light duty

\*Note: quantities change frequently & are not guaranteed to be accurate.

Draw set up you desire of tables, chairs, microphone, speaker, etc.

**Submit form to PTA VP-Volunteer/Facilities Coordinator- Amber Craver [amberdoll55@gmail.com](mailto:amberdoll55@gmail.com)**  
**Plan to walk through set-up with Custodian prior to event**