

PAW Event Request

Date (1st preference): _____ or (2nd preference): _____

Location (preferred): _____

Primary Contact: _____

Contact's Email: _____

Event Information

Number of people:

Food:

Activities:

Other:

When the event is 2-3 weeks away, please email Lisa Rupprecht (lrupprecht@wcastl.org) the following:

- Any communication that you would like included in Westminster News no later than **Wednesday at 10 a.m.** Save-the-date announcements may be made one month ahead.
- All maintenance/AV requests, such as: 8' tables, extension cords, extra trashcans, DVD player, podium, microphone, explain how you want the chairs/area set up. If it would be helpful, draw a diagram.
- A complete list of paper products, drink dispensers, table coverings, decorations, etc., that you will need. We have many requests from staff and parents for various items.
- Sam's Card/check request. Please request **2 weeks** prior!

Day Before the Event

- Pull what you need from the PAW closet (the key is in the Bookstore) and use the black PAW or Advancement cart.
- Fill out the event sheet (available in the PAW closet and storage room) with your event, name, and date.
- Put cart with the event sheet on top, in the back of the storage room across from the maintenance office.

Immediately After the Event

- Remove everything from the area (you may leave tables/chairs).
- Make sure all trash is in the trash cans.
- Wash anything you used (drink dispensers, pitchers, serving utensils, etc.) with soapy water.
- Leave the kitchen cleaner than you found it.
- Ask the custodian on duty to open the PAW closet across from the Bookstore.
- Return everything exactly where you found it.
- The storage room should be unlocked if you need to return decorations, vases, etc., where you found them.
- Turn in reimbursement receipts with a **yellow form**, available in the Business Office, within **2 weeks** of your event.