

TRUSD Event Request Form

DISTRICT WORKSHOP/EVENT OUT-OF-DISTRICT WORKSHOP/EVENT

COMPLETE THIS SECTION FOR ALL REQUESTS	Today's Date:	Requested By:	Department:
	Title of Event: (Attach flyer/brochure for out-of-district events)		
	Date(s) of Event:	Start Time:	End Time:
	SUB APPROVAL REQUIRED PRIOR TO REQUEST Due to Sub Demand, Monday/Friday are highly discouraged ; staff may be asked to return to the classroom. Your request must be received no later than 15 calendar days prior to the date desired. If less than 15 days, your request may not be granted due to conflicts with TRUSD resources.		
	Does your event require substitutes during the workday? <input type="checkbox"/> NO <input type="checkbox"/> YES PRIOR APPROVAL FOR SUBS? <input type="checkbox"/> YES <input type="checkbox"/> NO How Many? _____	Target Audience: <input type="checkbox"/> Do not advertise in MLP? Include List of Attendees	
	Funding Source request and prior-approval signature if needed, include budget code to be used: (Example: Title 1/Dr. Grace)		
What Board Initiative, Compliance Area, Focus Area, or TRUSD Core Belief does your PD support? (Example: The Master Scheduling PD aligns with the Board's core belief in equity for all students.)			
How and WHEN will you advertise your PD (check one)? <input type="checkbox"/> My office will create a flyer, email and send out to the intended audience <input type="checkbox"/> My office will create a flyer, but would like Professional Development to send to site secretaries for distribution			
COMPLETE THIS SECTION ALSO FOR DISTRICT EVENTS	Room reserved (In district): Reserved by: <input type="checkbox"/> Room set-up request sent	Number of participants:	Set Up Style: <input type="checkbox"/> Theater <input type="checkbox"/> Groups of _____ <input type="checkbox"/> Classroom <input type="checkbox"/> Other (please attach diagram)
	Are you providing your own facilitator/trainer? <input type="checkbox"/> YES Name: _____ Contact Info: _____ <input type="checkbox"/> NO Please give details of whom you would like to request:		
	Who will be your District Personnel on the premises (TRUSD Staff required after-hours/Saturdays)? Please explain:		
	How and WHEN will you advertise your PD (check one)? <input type="checkbox"/> My office will create a flyer, email and send out to the intended audience <input type="checkbox"/> My office will create a flyer, but would like Professional Development to send to site secretaries for distribution		

All events must have prior approval by the Professional Development Department.

Submit requests to Jamie Manalo; email or hardcopy is acceptable.

Jamie Manalo, Program Development Specialist

Received Date

Laura Lofgren, Director of Professional Development and C&I

Approved Date



PROVIDE A BRIEF OVERVIEW OR ATTACH BROCHURE/FLYER FOR OUTSIDE EVENTS:

Professional Development department will publish this narrative for your event in the online catalog

We will provide our own supplies/materials

We will need the following supplies/materials from the PD Department:

Easel How many? _____

Chart Paper How many? _____

Laptops How many? _____

Presenter Laptop

Presenter Markers

Dry Erase Markers

Table Boxes

 Post-Its

 Scissors

 Tape

 Glue

 Pens/Pencils

 Markers

Highlighters

Index Cards

Projector/Screen

SMART Board on/ready

Presenter Table

Lapel Microphone

Sign-In Table

*Original Sign-ins to Program
Development Specialist, Professional
Development, Bay C*

Food/Snack Table

*Professional Development Department
does NOT provide food*

Personnel (may run additional costs):

Custodial support

IT support

Other Needs
