

# School Calendar Submission Form

(One month notice required prior to event)



Date \_\_\_\_\_

Event \_\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

More Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revenue Potential \_\_\_\_\_

Target Audience/Participants \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Submit form to Viyada Weng [vweng@sccs.net](mailto:vweng@sccs.net) or in the school office

Check calendar on school website prior to submitting your dates, if you notice an event already in place at the same time you are wanting, either re-schedule your event or contact the other group event lead to confirm his/her okay for a second event on the same day/time. Please include communication that states double booking okay with all groups. This is done to insure success for all groups and not put our students/families in a position to choose between events. If your submission is not on the calendar after 10 business days, contact Viyada Weng.