

# MEETING REQUEST FORM



To: Seth Pidot, *Assistant Head of School for Student Affairs*

From: \_\_\_\_\_

Date: \_\_\_\_\_

I would like to arrange the following meeting:

Day of the week: \_\_\_\_\_ Date: \_\_\_\_\_

Times of my meeting: Beginning \_\_\_\_\_

Ending \_\_\_\_\_

Room(s) to be used: \_\_\_\_\_

Purpose/type of meeting: \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

Category of persons in attendance (please check each group you expect):

Students \_\_\_\_\_ Parents \_\_\_\_\_ Alumnae \_\_\_\_\_ Other (specify) \_\_\_\_\_

Moderator(s): \_\_\_\_\_

Person responsible to admit attendees at the door: \_\_\_\_\_

In no situation should a door be left propped open.  
No one is present to answer the doorbell at the front lobby desk after 5:30pm.

If the meeting takes place after school hours, in the evening, or over the weekend,  
you must be sure that all attendees have left and that the building is secure before you leave.

## TO BE COMPLETED BY ASST. HEAD OF SCHOOL FOR STUDENT AFFAIRS

\_\_\_\_\_ Permission for meeting is granted. Proceed with plans, including setups for maintenance and tech support

\_\_\_\_\_ Please see me for further discussion.

\_\_\_\_\_ Permission for meeting is not possible at this time or under these circumstances.

Signature of Asst. Head of School for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

If you are holding a meeting of any type  
(with students, parents, alumnae, coaches, volunteers, the general public, etc.)  
you must request permission for the use of space from the  
Assistant Head of School for Student Affairs.

Once the use of space is approved, the Office of Student Affairs will inform  
the Main Office and the Business Office of the details,  
and the meeting will be listed on the weekly timeline.

For the safety and security of our students and the building, it is essential that  
these offices are aware of all meetings and people who will be using the facilities.

Thank you for your cooperation.

### Meeting Checklist

\_\_\_\_\_ Download and print a Meeting Request Form posted from  
[www.MrPidot.com/faculty](http://www.MrPidot.com/faculty).

\_\_\_\_\_ Submit a completed Meeting Request Form to the Assistant Head of  
School for Student Affairs.

\*\*\*You can discuss possible dates and availability of the requested  
location with Dr. Pidot before submitting the form. Consideration  
should be given to the cleaning schedule of the maintenance staff.

*After receiving approval for the meeting:*

\_\_\_\_\_ Submit a set-up request to Maintenance and/or Tech Support if a special  
arrangement for equipment is needed.

\_\_\_\_\_ For a meeting taking place after hours, in the evening, or over the  
weekend, please arrange for someone from your own department/office to  
be present at the door to admit attendees. *In no situation should a door  
be left propped open.*

\_\_\_\_\_ If a sentry has been hired by the Business Office for the event, e-mail a list  
of all attendees' names to the Business Office *and* the Main Office at least  
two days prior to the meeting.

\_\_\_\_\_ Ensure that all attendees have left at the meeting's conclusion and that  
the building is secure before leaving (assuming the meeting is taking place  
after school hours).