

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 in the Main Office after 5:00 PM.

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.

_____ 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 Mr. 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).