HML ACTIVITIES PROPOSAL

Today’s Date    ________________________    Group   _____________
Contact Person   ________________________    Contact # _____________
E-Mail   ________________________

Proposed Event Date & Time

<table>
<thead>
<tr>
<th>Option #1</th>
<th>Option #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>_____</td>
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<tr>
<td>Time</td>
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<tr>
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</tbody>
</table>

Event Location

<table>
<thead>
<tr>
<th>Room #</th>
<th>Gym</th>
<th>Auditorium</th>
<th>Media Center</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
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</tbody>
</table>

Other
_________________________________________________________________________

Proposed # of Guest     Target Audience (Students, Parents, etc.)
_________________________________________________________________________

What is the purpose of the event?
Please list a brief description on why do we need this event.

What action steps are needed to accomplish this event goal?

Publicity Message:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Approved:________________________________  Approved:__________________________________
                                   Principal

Approved:__________________________________
                                   Assistant Principal

Approved:__________________________________
                                   Activities Director