

BVNW PARENT BOOSTER CLUB
HOSPITALITY REQUEST FORM

Date of Request: _____ Name of Person Making Request: _____

Name of Event & School Organization: _____

Event Date(s): _____, _____, _____, _____, _____, _____

Time(s) of Event:

**Please indicate each day's start and finish time and # of people expected each day.*

DAY: _____ START: _____ FINISH: _____ # OF PEOPLE: _____

DAY: _____ START: _____ FINISH: _____ # OF PEOPLE: _____

DAY: _____ START: _____ FINISH: _____ # OF PEOPLE: _____

DAY: _____ START: _____ FINISH: _____ # OF PEOPLE: _____

Contact Person: _____

**Please indicate SAME or write in the Contact Person's Name*

Contact Person E-mail: _____ Contact Telephone: _____

Description of Event Needs and Suggested Menu Items:

Please note PBC Hospitality will make every effort to match requests, but some items may not be available.

Location of Hospitality Room (Area of the School): _____

INSTRUCTIONS:

Please e-mail this form to the appropriate BVNW Administrator **AS WELL AS (please cc) the PBC Hospitality Chairpersons: Danielle DellaMarco & Kim Winnett**

- (1st) Choose File "Save As" and save form to your file/desktop.
- (2nd) Fill out form as completely as possible.
- (3rd) Attach completed form in an e-mail to your Administrator & PBC Hospitality Chair

Please submit request at least **3 WEEKS** in advance of the event date.

For any questions or additional information please contact the PBC Hospitality Co-Chairs:

Danielle DellaMarco
Danielle.DellaMarco@srs.ks.gov

AND

Kim Winnett
kwinnett@reeceandnichols.com