CULTURAL CLASS REQUEST

CULTURAL EVENTS - A DIVISION OF CULTURAL SERVICES

REQUEST

Date Request Received: ___________________________  Taken by: ___________________________

Requestor/Contact Person/Program: ___________________________

Requestor/Contact Information: ___________________________

Event details/description of request: ___________________________

Location ___________________________  Time ___________________________

Requested Event Date: ___________________________  Class Size: ______  Age Group: ___________________________

Event Type: _____ Demo Only  _____ Make & Take  _____ Other: ___________________________

Cultural Classes available

☑ Beading  ☐ Basketry  ☐ Cornhusk  ☐ Pottery

☐ Stickball  ☐ Weaponry  ☐ Social Dance

CONFIRMATION & ASSIGNMENT

Confirmed/Call Back by: ___________________________  Date & Time: ___________________________

Staff Assigned and Duties: ___________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Event Lead: ___________________________  Approved by: ___________________________

SHARED CALENDAR NOTIFICATION

Entered on Calendar:  ☐ Yes  ☐ No  Invite emailed to assigned staff:  ☐ Yes  ☐ No

By: ___________________________  Date: ___________________________

FOLLOW UP PRIOR TO EVENT

Supplies packed by: ___________________________  Date: ___________________________

Follow up Call Prior to Event by: ___________________________  Date: ___________________________