



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

- | | | | |
|------------------------------------|-----------------------------------|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Beading | <input type="checkbox"/> Basketry | <input type="checkbox"/> Cornhusk | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Stickball | <input type="checkbox"/> Weaponry | <input type="checkbox"/> 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: _____