

<input type="checkbox"/> Schedule <input type="checkbox"/> Reschedule <input type="checkbox"/> Cancel	The City of Lake Forest School District # 67 95 West Deerpath Lake Forest, IL 60045 DISTRICT CALENDAR	<input type="checkbox"/> Cherokee School <input type="checkbox"/> Deer Path Middle <input type="checkbox"/> West Campus	<input type="checkbox"/> Everett School <input type="checkbox"/> Sheridan School						
Name Of Event Sponsor Date (S) EVENT Start /EndTime	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">LOCATION OR ROOM</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="3">From _____ A.M. or P.M. To _____ A.M. or P.M.</td> </tr> </table>				LOCATION OR ROOM		From _____ A.M. or P.M. To _____ A.M. or P.M.		
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From _____ A.M. or P.M. To _____ A.M. or P.M.									

JOB REQUEST

EQUIPMENT REQUIRED

- VCR /DVD Lap Top Computers (Not available at West Campus)
 LCD Projector Overhead Projector Microphone
 Internet Access Podium Easel Screen Coffee

ROOM SETUP

Special Set Up Required (please describe) _____

(please attach diagram if extra space for set up is needed)

No Set up Required

ADDITIONAL INFORMATION

of people attending _____

Requested by _____

Phone Number _____

Date of Request _____

Email _____

FAX FORM TO MARY MERCER 847-234-2381
EMAIL FORM TO mmercerc@lfelem.lfc.edu Call 847-604-7438

FOR FOOD SERVICE
ASimons@lfelem.lfc.edu, 847-604-7476