Destrehan High School - Senior Project

Producing/Hosting an Event

Dear Student,
If you have chosen to produce an event for your Senior Project, please know that you are acting on behalf of Destrehan High School. This means that your event, and the community’s perception of your event, reflects directly onto Destrehan High School. To make the biggest impact, we suggest you hold the event in your community. However, if you intent to use any portion of the DHS campus for your event, you must follow the procedures below. We require a legitimate DHS sport/club/organization serve as the host and assume responsibility for the event and any costs incurred.

I. Secure a DHS sport/club/organization to sponsor your event, and set up a meeting.
II. Print this form and bring it to the meeting. Form must be completed fully, including signatures from the sponsor.
III. Bring the form to Mrs. Ward, who will then meet with Asst. Principal Frank Harding to secure the requested date and facilities.
IV. Any money collected or disbursed becomes the responsibility of the sport/club/organization sponsor. Funds must be deposited into the sport/club/organization account daily.

Please complete the information below, and submit it with your initial Letter of Intent.

_______________________________________________________
Student Name

_______________________________________________________
Print Hosting FACULTY MEMBER Name (Sport/Club/Organization)

_______________________________________________________
FACULTY SIGNATURE

_______________________________________________________
Title of Event

_______________________________________________________
Requested Date(s) for Event

_______________________________________________________
Location (Specify On or Off Campus)

Sponsor Agreement:

- Sponsor agrees to be held responsible for monitoring all individuals and activities at ALL TIMES during the hosted event.
- Sponsor agrees to be held responsible for any monies generated by the event.
- Sponsor agrees to be held responsible for expenses needed (paying custodial staff, materials, supplies, etc.)