

Garfield High School

Short form contract for Guest speakers, Performers and Movies

Today's date _____

Name and Address of Guest Speaker or performer:

Guest speaker Topic: _____
 Performer
 Movie, rating _____

Event: _____ Location: _____

Date: _____ Time: _____

Room Numbers: _____

Class Periods (circle all that apply) 0 1 2 3 4 5 6 7

Please estimate expected number of attendees: _____

Is AV equipment required? ___ Y ___ N

___ Overhead Projector ___ Digital Projector ___ Laptop ___ CD/Cassette Player

___ Computer Speakers ___ PC ___ MAC ___ Other: _____

(If Additional AV equipment is needed please place a copy of the contract in the Librarian box **a minimum of a weeks notice is needed**)

Board Policy

Board policy requires that (in presenting) issues that are sensitive or controversial in nature be screened by the Teacher and principal for approval. Sensitive and controversial issues need to be presented to students and parents for permission before the presentation.

Signing below means you understand and will adhere to the Seattle Public Schools Policies.

Guest Speaker, Performer, Movies _____ Date _____

Signature

Dept Head Signature _____

Principal Signature _____

In order to have a Performer or Guest speaker at Garfield you need to have this form filled out a week prior to the date