

# MANORHAVEN SCHOOL

Port Washington, New York

## CALENDAR REQUEST (2020 – 2021)

**Requested By:**

**Grade Level (s):**

**Date Submitted:**

**Date of Event**

**Name of Event:**

**Time of Event:**

**Start/Pick-Up:**

**End/Drop-Off:**

**Eating in the Cafeteria on this day:**    Yes         No

**Bus(s):**    Yes         No

**Place of Event:**

**Custodial Needs:**

**Media Needs:**

**Tech Needs:**

**Important Information:**

- Please email this form to: [bcohen@portnet.org](mailto:bcohen@portnet.org), [twadkins@portnet.org](mailto:twadkins@portnet.org), [dpullano-farina@portnet.org](mailto:dpullano-farina@portnet.org), [joleksiw@portnet.org](mailto:joleksiw@portnet.org), [pnovotny@portnet.org](mailto:pnovotny@portnet.org), [cponce@portnet.org](mailto:cponce@portnet.org)
- Please notify the Kitchen if you are **NOT** eating in the Cafeteria.
- Check calendar **within two (2) days** to make sure information has been entered.