2020 GRADUATION/PROMOTION CEREMONIES

School Name __________________________________________ Location No. __________
Site Contact: ______________________________________ Phone Number: __________
Graduation Date: ___________________________ Start Time: ___________ End Time: ___________
Ceremony Location: _____________________________________________

PLEASE NOTE: A SEPARATE E-PRO MUST BE PREPARED FOR EACH CATEGORY and EACH VENDOR.

A. Facility Rental Required – School to prepare e-Pro

Yes ☐ No, not required ☐

If ceremonies are held off campus, an original, unsigned contract is required and must be received by SDUSD Strategic Sourcing and Contracts by February 28, 2020. For questions contact Sheryl Hauser at 858-522-5851 or shauser2@sandi.net.

Contract Reviewed by (Name of Principal) ______________________________ Date: ______________ ___________

E-Pro # __________________________ Cost: __________________________ PO # __________________________

B. Chair / Stage Equipment Rental Required – School to prepare e-Pro

Yes ☐ No, not required ☐

Please email a copy of quote to Strategic Sourcing and Contracts shauser2@sandi.net.

Vendor __________________________

# of Folding Chairs __________________________

Stage/Risers/Ramps Needed
(please describe briefly) __________________________

E-Pro # __________________________ Cost: __________________________ PO # __________________________

C. Sound Equipment Rental Required – School to prepare e-Pro

Yes ☐ No, not required ☐

Please email a copy of quote to Strategic Sourcing and Contracts shauser2@sandi.net.

Vendor __________________________

Contact Info: __________________________

E-Pro # __________________________ Cost: __________________________ PO # __________________________

D. Equipment Check Required for District Sound System?

Yes ☐ No, not required ☐

If yes, school should contact PPO Work Order Desk at http://pposervices.sandi.net/.

E. Equipment Hauling Requirements - school to make arrangements directly with Distribution Services, Pablo Gonzalez (858-496-8210):

Description of Equipment to be Hauled:

<table>
<thead>
<tr>
<th>Pickup From</th>
<th>Time</th>
<th>Delivery To</th>
<th>No Later Than</th>
<th>Pickup Time for Return</th>
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If assistance needed after regular work hours (6:00 am -2:30 pm) a budget string must be provided.

F. Security Requirements - School to make arrangements directly. Security is funded by the school site.

Contact SDUSD Police rpatmon@sandi.net.

RETURN FORM TO STRATEGIC SOURCING AND CONTRACTS, CARDINAL LANE, OR EMAIL TO SHAUSER2@SANDI.NET.