2018 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 23, 2018. 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: __________________________________________

   Pickup From ___________________________ Time: ____________ Delivery To ____________ No Later Than ____________ Pickup Time for Return ____________

   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.

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