

2019 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, 2019. 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.

of Folding Chairs

(please note that due to a limited number of chairs available, some schools may not receive the color of chair requested)

Vendor _____

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