

**NESHAMINY SCHOOL DISTRICT  
LANGHORNE, PENNSYLVANIA**

**TO:** Paul Meehan, Asst. to the Superintendent / Director of Administration

**FROM:**

**DATE:**

**SUBJECT:** Request for Event Staff

---

Please complete the following information and submit it to the Assistant to the Superintendent a minimum of two weeks prior to the date of request.

1. Date service is needed \_\_\_\_\_
  2. Location \_\_\_\_\_
  3. Number of Event Staff requested \_\_\_\_\_
  4. Reporting time for each Event Staff \_\_\_\_\_
  5. Event Staff(s) should report to \_\_\_\_\_
  6. Actual starting time \_\_\_\_\_
  7. Estimated finishing time \_\_\_\_\_
  8. Budget Code to be charged \_\_\_\_\_  
**OR**  
Organization to be billed \_\_\_\_\_
  9. Event \_\_\_\_\_
- 
- 

Do not write below this line

---

---

**TO:** Kevin Burns, Chief of Security

**FROM:** Paul Meehan, Asst. to the Superintendent / Director of Administration

**DATE:**

You are authorized to provide this service. Time sheets should be submitted at the end of the pay period in accordance with the payroll calendar.

\_\_\_\_\_  
Asst. to the Superintendent / Director of Administration