

**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.*

# 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**