



## Elementary School Request for “SERT Energy & Recycling Assembly”

Name of Elementary School \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### Guidelines for scheduling Assemblies

- Assemblies are scheduled between September 15 through April 1
- SERT Team availability for assemblies 9:30 am-2:30 pm
- K-2<sup>nd</sup> grade Assembly-35 minutes
- 3<sup>rd</sup>-5<sup>th</sup> grade - 50 minutes
- 10 minute break between assemblies
- Use of microphone and stage- appreciated

First date choice: \_\_\_\_\_

Second date choice: \_\_\_\_\_

Third date choice: \_\_\_\_\_

Notes or Special Requests:

**Please fax or pony completed form to:**

Department of Facilities Management

SERT Program

2096 Gaither Road, Suite 200

Phone: 204-314-1090

E-mail: [Barbara\\_M\\_Ruppel@mcpsmd.org](mailto:Barbara_M_Ruppel@mcpsmd.org)

Fax: 240-314-1037

