

To use this form, you need to save this form to your computer, open it up and complete it, then save it with a new name. Next, create an email to the Recorder at the email address below, attach your new form and send it.

**OR** You need to print out this form, complete it and then send through the USPS to El Zaribah Shriners.

# El Zaribah Shriners

## ACTIVITY REQUEST



Unit/Club/Group Name: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Fraternal Flyer Charitable Flyer

We need set-up time: If checked, how much? \_\_\_\_\_

Location of Activity: Fiesta Room Red Fez Room Auditorium Meeting Room

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(typed initials ok if sent via email)

----- **Send to the Recorder via email at [recorder@el-zaribah.org](mailto:recorder@el-zaribah.org)** -----  
or mail to Recorder, El Zaribah Shriners, 552 N. 40th St. Phoenix AZ 85008

**Recorder's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Auditorium Impact Reviewed**

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Potentate's Review:** APPROVED NOT APPROVED

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On completion: Copy to Unit and Club files in Recorder's Office  
Copy to the requestor