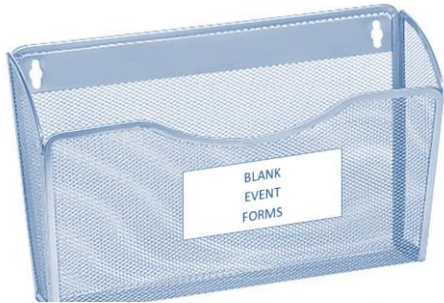


To Request the Bus for an Event

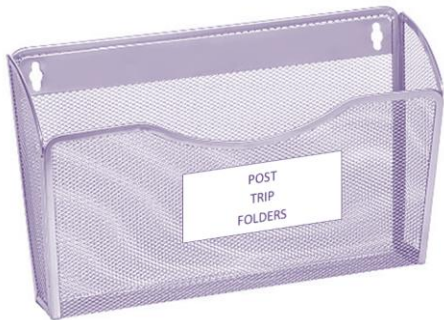


1. Obtain a **BLANK EVENT FORM** from the upper tray.
2. Fill in all information in **Section 1** and **Section 2**.



3. Place **FILLED IN EVENT FORM** in the middle tray. The Bus Team will review and confirm the event and contact the event organizer within 3-5 days. The event will be added to the Bus master schedule.

[A TRIP FOLDER will be set up by the Bus Team for every event. No TRIP FOLDER = No Bus]



4. After the Event, return the **TRIP FOLDER** and all associated trip documents to the lower tray.