

Dr. Daniel J. Dooley  
Superintendent of Schools

Ms. Julie Gallagher  
Business Administrator

Ms. Lindsay Reed  
Director of Special Services/Curriculum



**ABSECON**  
**PUBLIC SCHOOLS**  
800 Irelan Avenue, Absecon NJ 08201  
(609) 641-5375 Fax (609)641-8692

Mr. Kevin Burns, Principal  
Emma C. Attales Middle School  
Ms. Leslie Satt, Principal  
H. Ashton Marsh Elementary School  
Ms. Jessica Schwartzer  
Curriculum Supervisor

**ATTN: TYRONE SCHRUM/DON SNYDER , COORDINATORS OF FACILITIES/GROUNDS**

DATE OF REQUEST: \_\_\_\_\_

STAFF MEMBER REQUESTING: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

AREA OF BUILDING/GROUNDS UTILIZED: \_\_\_\_\_

REFRESHMENTS: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_

**ITEMS REQUIRED FOR SET-UP:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

CC: Dooley, Dr. Daniel  
Burns, Kevin  
Reed, Lindsay  
Satt, Leslie  
Schwartzer, Jessica  
Melton, Mila  
Morris, Mike  
STARS  
Needham, Barb  
Allen, Kelci  
Sylvester, Claire  
Clarke, Janice  
Chubb, Karen  
Saleem, Marriam

DIAGRAM  
Stage

