



Email completed form to PROM@mdrs.ms.gov. You will receive a confirmation email once you are on the schedule. If you have not received an email in a timely manner please send a follow-up email.

\*If there are changes to the date or time of the presentation email PROM@mdrs.ms.gov as soon as possible.

SCHOOL MASCOT: \_\_\_\_\_ PROM DANCE DATE: \_\_\_\_\_

DATE OF PRESENTATION: \_\_\_\_\_ START TIME: \_\_\_\_\_  1 HOUR  1.5 HOURS

APPROX. # OF STUDENTS: \_\_\_\_\_ FRESHMEN: \_\_\_\_\_ SOPHOMORES: \_\_\_\_\_ JUNIORS: \_\_\_\_\_ SENIORS: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL TELEPHONE NUMBER: \_\_\_\_\_

SCHOOL PRINCIPAL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRESENTATION CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRESENTATION CONTACT DIRECT PHONE/CELL NO: \_\_\_\_\_

IT DIRECTOR: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IT DIRECTOR DIRECT PHONE NO: \_\_\_\_\_

LOCATION OF PRESENTATION (I.E. GYM, CAFETERIA): \_\_\_\_\_ HANDICAP ACCESSIBLE: \_\_\_\_\_

SCHOOL HAS THE FOLLOWING EQUIPMENT (IN WORKING ORDER) TO USE FOR PRESENTATION:

SOUND SYSTEM/SPEAKER  MICROPHONES  SCREEN  PROJECTOR  SMARTBOARD  LAPTOP

----- TO BE COMPLETED BY MDRS STAFF -----

MDRS CLIENT: \_\_\_\_\_ PHONE # \_\_\_\_\_

MHP SPEAKER: \_\_\_\_\_ PHONE # \_\_\_\_\_

SITE COORDINATOR: \_\_\_\_\_ PHONE # \_\_\_\_\_

MDRS SPEAKER: \_\_\_\_\_ PHONE # \_\_\_\_\_

NOTES: