

**Mansfield ISD Fine Arts  
Charter Request**

Date of event: \_\_\_\_\_

Event: \_\_\_\_\_

**Contact info:**

Requesting campus(full name): \_\_\_\_\_

Program name (i.e. band, choir) \_\_\_\_\_

Contact person: \_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Total # of students: \_\_\_\_\_

Total # of adults: \_\_\_\_\_

1 Charter holds 56 passengers

How many buses needed? \_\_\_\_\_

**Pick up information:**

Load time: \_\_\_\_\_

Departure time: \_\_\_\_\_

Pick up/Address: \_\_\_\_\_

Drop off/Address: \_\_\_\_\_

**Return information:**

Load time: \_\_\_\_\_

Departure time: \_\_\_\_\_

Pick up/Address: \_\_\_\_\_

Drop off/Address: \_\_\_\_\_

**Additional info:**

Exact location on campus to pick up (ie: north side, by tennis courts, front or back of building)

*FINE ARTS OFFICE USE:*

Charter: \_\_\_\_\_

Phone # \_\_\_\_\_

Charter #(s) \_\_\_\_\_

PO# \_\_\_\_\_

**Return to Sheila Bell**

[sheilabell@misdmail.org](mailto:sheilabell@misdmail.org)