



Toronto District School Board Excursion and Event Facility Vendor Application Process

Step 1.

SUBMITTING YOUR APPLICATION

Submit the following along with your Application:

- Signed Terms and Conditions
- Payment
- Documents pertaining to your application

Step 2.

EXCURSION AND EVENT FACILITY TEAM

The Excursion and Event Facility Team collect all documents and payment and are the primary liaison between vendors and the Review Team.

Step 3.

REVIEW TEAM

The review team includes the following:

- Risk
- Legal
- Educational Merit

Please be advised this step can be a lengthy process

Step 4.

FINAL COMMENTS

All comments from the risk team will be sent from the Excursion and Event Facility Team through the school activities email and will notify the vendor on any addition information they need provide and/or change.

Step 5.

APPROVED/ NOT APPROVED

If you are successful in approval process the Excursion and Event Facility Team Will create a web page for you and send you a purchasing order form to fill out.

If you are unsuccessful please look over comments again and revise your application for next time.