

Entered 11/2

SANDIA PREP

Master Calendar Event Request

Today's Date 10/26/12 Requested by: Danielle Gunderson

Contact Phone Number: 338-3055 email: dgunderson@sandi

What: Name of Event: NASPA - Family Night

Description of Event: NASPA members and families will come together to meet and greet

When: Start: 11/17/12 Time: 3:00 AM/PM

End: 11/17/12 Time: 6:00 AM/PM

Setup Time 2:30 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: NASPA (Native American Sandia Prep Alliance)

Grade: 6 7 8 9 10 11 12 _____

Other Groups/Schools Involved: N/A

Total Number of Participants: 25-35 people

About: Departments: _____

Activity Type: Social Event
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: meeting
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: Tables
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home N/A Away _____ (at: _____)

Setup Instructions: _____

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____