

Entered Sam
1/16/13
[Signature]

SANDIA PREP

Master Calendar Event Request

Today's Date 1/16/13 Requested by: Karen Lyall
Contact Phone Number: _____ email: _____

What: Name of Event: Fela: Broadway Presentation
Description of Event: 5 dancers from Broadway musical present to students and do dance workshop

When: Start: 2/5/13 Time: 2:30 AM/PM after school
End: 2/5/13 Time: 5:00 AM/PM
Setup Time 2:00 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 5:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Theatre - 2:30 - 3:30 (Performance)
Dance Room, Black Box - 3:45 - 4:45 (Dance workshop)

Who: SPS Groups Involved: all are invited but not required
Grade: 6 X 7 X 8 X 9 X 10 X 11 X 12 X
Other Groups/Schools Involved: _____

About: Total Number of Participants: ~ 200
Departments: all
Activity Type: Performance
(i.e. Social event/ Baseball, Soccer, chess club)

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: sound, mics (2)
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home _____ 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. _____