

### Master Calendar Event Request

Today's Date 4.18 Requested by: Rob Minear

Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: Cinco de Mayo musical performance  
Description of Event: Los Pinos

When: Start: 5/03/2013 Time: 11:00 AM/PM  
End: 5/03/2013 Time: 12:35 AM/PM  
Setup Time 10:30 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Cazabo

Who: SPS Groups Involved: WLA  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

About: Departments: Language

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

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

Equipment Needed: ELECTRICITY AT CAZABO AND 50'-100' away  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: All the needed was the electrical outlet to plug into. They will bring their own sound system

Documents to be Attached to file: \_\_\_\_\_

Events Coordinator \_\_\_\_\_

Director of Studies \_\_\_\_\_

IT Dept \_\_\_\_\_

Athletic Director \_\_\_\_\_

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

Business Office \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

attach. \_\_\_\_\_