

Rec 8/28
Entered 8/29

SANDIA PREP

Master Calendar Event Request

Today's Date 8/28/12 Requested by: Karen Lyaall
Contact Phone Number: 974-1794 email: klyall@sandiaprep

What: Name of Event: Generation Rx
Description of Event: Panel presentation on drug/alcohol use
8-9:15 am 8th-9th grades, 9:45-11:00 pm 10th-12th grades

When: Start: 9/19/12 Time: 8 AM
End: 9/19/12 Time: 11 AM/PM
Setup Time 7:30 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 11:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Theatre

Who: SPS Groups Involved: _____
Grade: 6 _____ 7 _____ 8 X 9 X 10 X 11 X 12 X

Other Groups/Schools Involved: _____
Total Number of Participants: ~ 450

About: Departments: Health & Wellness
Activity Type: Presentation
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: Lap top, projector, table/chairs for panel
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: TBA

Documents to be Attached to file: _____

Events Coordinator _____ Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach _____