

X

# SANDIA PREP

## Master Calendar Event Request

Today's Date 04.05.10 Requested by: Beth Skinner

Contact Phone Number: 505.803.3210 email: bethskinner2@earthlink.net

What: School Name of Event: Photo "Retake" Day

Description of Event: Retake photos

When: Start: 09/28/10 Time: 11 AM/PM

End: 09/28/10 Time: 1 AM/PM

Setup Time 10:00 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 1:00 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: West gym

Who: SPS Groups Involved: \_\_\_\_\_

Grade: 6  7  8  9  10  11  12

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

Total Number of Participants: All students who would like a "retake" photo

About: Departments: \_\_\_\_\_

Activity Type: School Photo "Retake"  
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: 4 tables and 12 chairs  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: Setup 4 tables in West gym behind curtain

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

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