



SANDIA PREP

Master Calendar Event Request

Today's Date 4/16/2010 Requested by: Scott Jeffries / SGA

Contact Phone Number: _____ email: sajeffries@sandiaprep.org

What: Name of Event: Be PREPared

Description of Event: Welcome and orientation picnic for new families to Prep

When: Start: 8 / 12 / 2010 Time: 5:00 PM AM/PM

End: 8 / 12 / 2010 Time: 7:00 PM AM/PM

Setup Time Before event AM/PM Depart Time _____ AM/PM (for trips)

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

Where: Locations of Event: Patio area between 100 bldg and 700 bldg & quad for picnic. West gym, commons, cafeteria & library for meetings with coordinators

Who: SPS Groups Involved: SGA, Faculty, Administration, new students & parents

Grade: 6_x 7_x 8_x 9_x 10_x 11_x 12_x

Other Groups/Schools Involved: Various other Prep clubs and activities

Total Number of Participants: Unknown, 400+

About: Departments: SGA, Administration

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

Event Type: Barbeque, orientation, new student informational meetings
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: Grills w/ propane, ice chests w/ ice, tables, chairs,
(i.e. table, chairs, electronic, technical, sound, etc.)
microphone w/ speakers, podium

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

Setup Instructions: Grills in the normal spot on patio outside 100 bldg, with propane filled. Ice chests w/ice in same location. Several (# unknown at this time) tables distributed around area between 100 & 700 bldgs.

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____