

Master Calendar Event Request

Today's Date 2/8/11 Requested by: Steve Ausherman

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What: Name of Event: Winter Ball
Description of Event: upper school dance

When: Start: 1/14/2012 Time: 8 AM/PM
End: 1/14/2012 Time: 11 AM/PM
Setup Time 2 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 11-12 AM AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: Upper Sch. Students
Grade: 6 ___ 7 ___ 8 ___ 9 X 10 X 11 X 12 X

Other Groups/Schools Involved: _____
Total Number of Participants: 300(?)

About: Departments: Junior Class officers (fundraiser)
Activity Type: school dance
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: risers/platform for D.J.
(i.e. table, chairs, electronic, technical, sound, etc.)

music equip for D.J. (D.J. usually acts as 'go-between')
Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: KIDS WILL SET UP DECORATIONS

Documents to be Attached to file: _____

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