

Rec. 12/8/11

# SANDIA PREP

## Master Calendar Event Request

Today's Date 12/7/11 Requested by: May Ann Garcia-Word

Contact Phone Number: \_\_\_\_\_ email: mgarcia@word@sandiaprep.org

What: Name of Event: La Chandeleur - crepe DAY / org

Description of Event: French students / WLA members celebrate crepe day in all classes

When: Start: 2/2/12 Time: 700  AM  PM

End: 2/2/12 Time: 330  AM  PM

Setup Time 700  AM  PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 300  AM  PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: French classes / WLA

Grade: 6  7  8  9  10  11  12

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

Total Number of Participants: all French classes during class time

About: Departments: Modern Language

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

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

Equipment Needed: table, chairs - as is / 4 rectangular tables - 4 power cords  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

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

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

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