

Rec. 12/8/11

SANDIA PREP

Master Calendar Event Request

Today's Date 12/7/11 Requested by: Mary Ann Garcia-Ward

Contact Phone Number: _____ email: mgarcia Ward@sandiaprep.org

What: Name of Event: Mardi gras
Description of Event: French students / WLA members celebrate mardi gras with a parade and lunch

When: Start: 2/21/12 Time: 7:00 AM/PM
End: 2/21/12 Time: 2:30 AM/PM
Setup Time 7:00 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 2:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons / outside walkways -

Who: SPS Groups Involved: French classes
Grade: 6 7 8 9 10 11 12
Other Groups/Schools Involved: WLA
Total Number of Participants: 120

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: 6 rectangular tables, ~~power~~ powercords, sound, ladder, round tables as is - 4
(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. _____