

Kec 1/3/11 jam

SANDIA PREP

Master Calendar Event Request

Today's Date 1/3/12 Requested by: Cissy Keaveny
Contact Phone Number: 338-3014 email: CKeaveny@SandiaPrep.org

What: Name of Event: TIAA Cref meetings
Description of Event: _____

When: Start: 1/12/2012 Time: All day AM/PM & 1/18/2012
End: 1/18/2012 Time: _____ AM/PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips) WiFi Access
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips) Both days

Where: Locations of Event: Boardroom - Admissions PAC
Retirement portfolio reviews

Who: SPS Groups Involved: Faculty & Staff
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___
Other Groups/Schools Involved: _____
Total Number of Participants: _____

About: Departments: _____
Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: _____
(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. _____