

Received 1/4/12
jam

SANDIA PREP

Master Calendar Event Request

Today's Date 1/3/12 Requested by: Helen Haskell

Contact Phone Number: 505 710 0074 email: lhaskell@sandiaprep.org

What: Name of Event: Blood Drive

Description of Event: _____

When: Start: 4/17/11 Time: 10 AM/PM (set up - event starts at 10 am)
End: 4/17/11 Time: 6pm AM/PM (event ends at 6pm but cleanup is required)
Setup Time 8:30 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 7 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: West Gym (behind curtain)

Who: SPS Groups Involved: _____
Grade: 6 _____ 7 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Other Groups/Schools Involved: parents

Total Number of Participants: ~100

About: Departments: Science - 7th grade

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

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

Equipment Needed: 3 tables - long/rect. ~20 chairs
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: none - we will set them up.

Documents to be Attached to file: _____

Events Coordinator _____
Athletic Director [Signature]
Business Office _____

Director of Studies _____
Maintenance _____
Coordinator(s) _____

IT Dept _____
scanned _____
attach. _____