

Rec 1/4/12  
jam

# SANDIA PREP

## Master Calendar Event Request

Today's Date 1/4/12 Requested by: Patrick Kelly

Contact Phone Number: 908-1533 email: pkelly@sandiaprep.org

What: Name of Event: MS Girls Basketball Party  
Description of Event: End of Season get together

When: Start: 1/9/12 Time: 3:45 AM/PM  AM  PM  
End: 1/9/12 Time: 5:15 AM/PM  AM  PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Student Center

Who: SPS Groups Involved: MS Girls basketball  
Grade: 6  7  8  9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_  
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: approx 30-40

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

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

Equipment Needed: tables  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: tables set up (like during daily lunches)

Documents to be Attached to file: (none)

Events Coordinator \_\_\_\_\_  
Athletic Director \_\_\_\_\_  
Business Office \_\_\_\_\_

Director of Studies \_\_\_\_\_  
Maintenance \_\_\_\_\_  
Coordinator(s) \_\_\_\_\_

IT Dept \_\_\_\_\_  
scanned \_\_\_\_\_  
attach. \_\_\_\_\_