

Received 1/9/12  
jam

# SANDIA PREP

## Master Calendar Event Request

Today's Date 1-9-12 Requested by: Paul Rydes  
Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: Geographic Bee  
Description of Event: Geographic

When: Start: 1/10/12 Time: 11:10 AM/PM  
End: 1/10/12 Time: 11:55 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: Commons

Who: SPS Groups Involved: Middle School  
Grade: 6  7  8  9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_  
Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: 20 something

About: Departments: History  
Activity Type: geog. bee  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: geog. bee  
(i.e. assembly, game, practice, meeting, dance)  
Equipment Needed: none  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

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

Documents to be Attached to file: none

Events Coordinator \_\_\_\_\_ Director of Studies \_\_\_\_\_ IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) \_\_\_\_\_ attach. \_\_\_\_\_