

Rec 1/10 gam

SANDIA PREP

Master Calendar Event Request

Today's Date 1/10 Requested by: STEVE ALBERT

Contact Phone Number: _____ email: _____

What: Name of Event: Admission/Enrollment Discussion - Faculty

Description of Event: mtg

When: Start: 1/12/12 Time: 3:45 AM/PM

End: 1/12/12 Time: 4:30 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: Board Room

Who: SPS Groups Involved: _____

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: _____

Regular set up - make sure it is clean

Documents to be Attached to file: _____

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