

Rec 4/10 Jan

SANDIA PREP

Master Calendar Event Request

Today's Date 1/10/12 Requested by: STEVE ALBERT

Contact Phone Number: _____ email: _____

What: Name of Event: Admission/Enrollment Discussion
Description of Event: Upper School

When: Start: 1/17/12 Time: 2:30 AM/PM
End: 1/17/12 Time: 3:30 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 - Please 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. _____