

SANDIA PREP

Master Calendar Event Request

Today's Date 1/18/12 Requested by: Joyce Whelchel

Contact Phone Number: 338-3088 email: jwhelchel@sandiaprep.org

What: Name of Event: Registration Information - Grade 11

Description of Event: review courses offered, for school year 2012-2013, with juniors during advisory

When: Start: 2/8/2012 Time: 9:35 AM PM

End: 2/8/2012 Time: 10:10 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: 11th Grade Advisories

Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 12 ___

Other Groups/Schools Involved: _____

Total Number of Participants: 100

About: Departments: 11th Grade Advisories

Activity Type: _____

(i.e. Social event, Baseball, Soccer, chess club)

Event Type: meeting - 11th Grade class

(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: microphone, lunch tables

(i.e. table, chairs, electronic, technical, sound, etc.)

(already set up)

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

Setup Instructions: _____

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____