

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 10
Description of Event: review courses offered for school year 2012-2013, with sophomores during advisory.

When: Start: 2/1/2012 Time: 9:35 AM/PM
End: 2/1/2012 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: 10th Grade Advisories
Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 11 _____ 12 _____
Other Groups/Schools Involved: _____
Total Number of Participants: 100

About: Departments: 10th Grade Advisories
Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: meeting - 10th 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. _____