

Rec 4/19/12

SANDIA PREP

Master Calendar Event Request

Today's Date 1/19/12 Requested by: WLA

Contact Phone Number: 505-903-9695 Email: B. Otero @ sandiaprep.org

What: Name of Event: WLA Catering Lunch

Description of Event: Feeding students chinese food to raise awareness about chinese New Year

When: Start: 1/26/12 Time: 11:00 AM/PM

End: 1/26/12 Time: 12:40 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: WLA

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

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: Language

Activity Type: Social event to raise awareness of WLA group.
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: one long table
(i.e. table, chairs, electronic, technical, sound, etc.)

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. _____