

Master Calendar Event Request

Today's Date 1/27/12 Requested by: Carolyn Swift
Contact Phone Number: 463-4267 email: ~~carolyn~~ Carolyn.Swift@ymca

What: Name of Event: meeting for "spelling bee" Committee
Description of Event: meeting for parents to get together + form a committee for spelling bee

When: Start: 2/1/12 Time: 5:30 AM/PM
End: 2/1/12 Time: 6:30 AM/PM
Setup Time 5:30 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 6:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: Theatre (Hesperians) - parent meeting
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___

Other Groups/Schools Involved: _____
Total Number of Participants: _____

About: Departments: Drama
Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: N/A
(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. _____