

rec 2/8/12  
sam

### Master Calendar Event Request

Today's Date 2/8/12 Requested by: Carolyn Switzer

Contact Phone Number: 463-4267 email: carolyn.switzer@ymail

What: Name of Event: Spelling Bee Committee Meeting  
Description of Event: meeting

When: Start: 2/9/12 Time: 5:30 AM/PM  
End: 2/9/12 Time: 6:30 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: Commons

Who: SPS Groups Involved: Theophrastus/Drama - Parents  
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: \_\_\_\_\_  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents to be Attached to file: \_\_\_\_\_  
\_\_\_\_\_