

Rec 2/9/12 jam

SANDIA PREP

Master Calendar Event Request

Today's Date 2-7-2012 Requested by: O'Clairachain

Contact Phone Number: 235-3403 email: @aoclairachain@sandiaprep.org

What: Name of Event: Summer Prep Open House
Description of Event: _____

When: Start: 6/3/2012 Time: 8:1 AM/PM
End: / / Time: 5 AM/PM
Setup Time 12 AM/PM Depart Time 6 AM/PM (for trips)
Breakdown AM/PM Return Time AM/PM (for trips)

Where: Locations of Event: West gym

Who: SPS Groups Involved: Summer Prep staff
Grade: 6 7 8 9 10 11 12
Other Groups/Schools Involved: _____
Total Number of Participants: _____

About: Departments: _____
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: I will need 10 tables
1 micro phone

Documents to be Attached to file: _____

Events Coordinator Adrian O'Clairachain Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____