

Received
2/21/12
Sam

SANDIA PREP

Master Calendar Event Request

Today's Date 2/21/12 Requested by: Kim Allen

Contact Phone Number: 228-1712 email: kimallen13@comcast.net

What: Name of Event: Girls Varsity + JV Basketball Banquet
Description of Event: Awards Dinner

When: Sunday Start: 4/1/12 ~~10/09/12~~ Time: 6:00 AM/PM AM PM
End: 4/1/12 Time: 8:30 AM/PM AM PM
Setup Time 5 AM/PM 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: _____
Grade: 6 _____ 7 _____ 8 9 10 11 12

Other Groups/Schools Involved: _____
Total Number of Participants: 100

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

Event Type: Assembly - Awards Dinner
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 10 Rd tables, 3 long for food, PA system
(i.e. table, chairs, electronic, technical, sound, etc.)
w/ screen, 4 filled water containers w/ ice + cups

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: Tables + chairs, long tables, water containers w/ ice, PA system

Documents to be Attached to file: _____

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