

Received 2/23  
Entered by  
Tim M.  
2/16

# SANDIA PREP

## Master Calendar Event Request

Today's Date 2/16/11 Requested by: J. Holland  
Contact Phone Number: 977-1885 email: jholland@sandiaprep.org

What: Name of Event: Strings Concert  
Description of Event: \_\_\_\_\_

When: Start: 3/8/12 Time: 5:30 AM/PM PM  
End:    /   /    Time: 6:30 AM/PM PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: SPS Theater

Who: SPS Groups Involved: MS + US strings  
Grade: 6  7  8  9  10  11  12   
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: 27

About: Departments: Music  
Activity Type: performance  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: \_\_\_\_\_  
(i.e. assembly, game, practice, meeting, dance)  
Equipment Needed: chairs, stands, piano  
(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 St. Powell IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) \_\_\_\_\_ attach. \_\_\_\_\_