

Rec. 2/27
2:45 pm

SANDIA PREP

Master Calendar Event Request

Today's Date 2/2/12 Requested by: Helsea Cronin
Contact Phone Number: 505 903-9695 email: helsea.cronin@gmail.com

What: Name of Event: WLA Luncheon
Description of Event: Food for members of WLA to help raise cultural awareness

When: Start: 3/6/12 Time: 11:30 AM/PM
End: 3/6/12 Time: 12:40 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: WLA
Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved:
Total Number of Participants: 30

About: Departments: Language Department
Activity Type: An educational Lunch
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: 2 long tables, And white Jugs
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: We will set up if the tables are against the wall.

Documents to be Attached to file:

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