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3/8/12 sam

SANDIA PREP

Master Calendar Event Request

Today's Date 7 March 2012 Requested by: Rose-Marie Strach (for Janelle Johnson)

Contact Phone Number: 505-205-3326 email: rmstrach@comcast.net

What: Name of Event: Kickoff Varsity Track & Field Family Dinner/Meeting

Description of Event: gather all track families together to meet coaches, sign up for snacks, etc

When: Start: 03 / 29 / 12 Time: 4:30 AM/PM

End: 03 / 29 / 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: Russell Student Center

Who: SPS Groups Involved: Varsity Track & Field

Grade: 6 ___ 7 ___ 8 ___ 9 X 10 X 11 X 12 X

Other Groups/Schools Involved: _____

Total Number of Participants: 40-50

About: Departments: _____

Activity Type: Track & field
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: tables and chairs that are usually in the Russell Center
(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 _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____