

Received
3/8
2:01 pm

SANDIA PREP

Master Calendar Event Request

Today's Date March 8 Requested by: Todd Kelgard
Contact Phone Number: 453-1519 email: tkelgard@Sandiaprep.org

What: Name of Event: Film/shoot
Description of Event: 4-6 people filming a 1-minute segment for company website

When: Start: 3/21/12 Time: 9 AM/PM
End: 3/21/12 Time: 12 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: Heath Board room

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

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: _____
Documents to be Attached to file: _____

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