

Received
3/27/12
sam

SANDIA PREP

Master Calendar Event Request

Today's Date 3-27-12 Requested by: Jean Goessl

Contact Phone Number: _____ email: _____

What: Name of Event: St. Michael's student visit

Description of Event: Native American students from St. Michael's in Arizona will speak to the

When: Start: 4/13/12 Time: 8:30 AM PM junior class

End: 4/13/12 Time: 10:00 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: Theater

Who: SPS Groups Involved: entire junior class / Jean Goessl / Ron Britey /

Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 12 _____ Joyce whelchel

Other Groups/Schools Involved: _____

Total Number of Participants: 130 people

About: Departments: _____

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

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

Equipment Needed: equipment for Powerpoint presentations
(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. _____