

Received
3/27 2:45pm
Claudio
signed
@ 3/28

SANDIA PREP

Master Calendar Event Request

Today's Date 3/27/12 Requested by: WLA Kelsca Cronin

Contact Phone Number: 505-903-9695 email: 12hohern@sandiaprep.org

What: Name of Event: WLA Movie Night

Description of Event: Watching a movie

When: Start: 3/30/12 Time: 6 PM AM/PM

End: 3/30/12 Time: 8:30 PM AM/PM

Setup Time 5 PM AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 9 PM 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: ?

About: Departments: Language

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

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

Equipment Needed: 2 long tables + water jugs
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: leave tables + jugs in commons

Documents to be Attached to file: _____

Events Coordinator Claudio P. V.

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____