

Received
4/2/12
7:45am

SANDIA PREP

Master Calendar Event Request

Today's Date 3-30-12 Requested by: Suzette Brooks

Contact Phone Number: 823-4495 email: suzette18@comcast.net

What: Name of Event: Track Pasta Dinner

Description of Event: ✓ ✓ ✓

Pasta Dinner for Team night before meet

When: Start: 04/11/12 Time: 5:30 AM/PM

End: 04/11/12 Time: 7:00 AM/PM

Setup Time 4:30 AM/PM Depart Time _____ AM/PM. (for trips)

Breakdown 7:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: Varsity Track team

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

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: Athletic

Activity Type: Track

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

Event Type: Dinner

(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 3 long tables + the normal cafeteria tables

(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: Need 3 long tables set up
(ones without benches)

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____