

SANDIA PREP

Master Calendar Event Request

Today's Date 3/29/12 Requested by: Wiz Kirschner

Contact Phone Number: 352-1373 email: _____

What: Name of Event: Parent Association Volunteer Appreciation
Description of Event: Social event to celebrate the great work of our volunteers

When: Start: 5/23/12 Time: 5 AM/PM AM PM
End: 5/23/12 Time: 8 AM/PM AM PM
Setup Time 5 AM/PM AM PM Depart Time _____ AM/PM (for trips)
Breakdown 7:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: ~~Dick Heath Board Room~~ The Commons
Russell Student Center

Who: SPS Groups Involved: Parent Association Officers + Committee Chairs
Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved: _____

Total Number of Participants: 40

About: Departments: Parent Association

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

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

Equipment Needed: Table for refreshments / table & chairs for dining
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home Away (at: _____)

Setup Instructions: Set up one table on North side of room for refreshments.

- additional tables set throughout room w/ chairs

Documents to be Attached to file: _____ (see back for details)

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____