



Master Calendar Event Request

Today's Date 4.5.2012 Requested by: P. Fitzpatrick

Contact Phone Number: 228-8351 email: P.Fitzpatrick@sandiaprep.org

What: Name of Event: 6th grade rotation sharing
Description of Event: 6th grade students share experiences from rotation classes.

When: Start: 4/12/2012 Time: 12:45 AM/PM PM
End: 4/12/2012 Time: 1:30 AM/PM PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: _____

Total Number of Participants: + all of 6th grade class.

About: Departments: art, leadership, communications, music, theatre.

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

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

Equipment Needed: CD player, projector, speakers, laptop
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: as per "sharing"

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____