

Rec  
4/17  
Sam

# SANDIA PREP

## Master Calendar Event Request

Today's Date 4/16/12 Requested by: Roxanna

Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: Senior Thank-a-thon

Description of Event: SPS Seniors calling to thank AF donors for gifts

When: Start: 4/25/12 Time: 11:55 AM

End: 4/25/12 Time: 1:00 AM/PM

Setup Time 11:05 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 12:45 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Computer Lab in library

Who: SPS Groups Involved: Selected senior students

Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: 10

About: Departments: \_\_\_\_\_

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

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

Equipment Needed: \_\_\_\_\_  
*(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. \_\_\_\_\_