

Received 4/20  
Entered 4/23  
Jan

# SANDIA PREP

## Master Calendar Event Request

Today's Date 4/20/12 Requested by: Liz Trainor  
Contact Phone Number: 2501480 email: etrainor@heritagehh.com

What: Name of Event: Graduation Reception  
Description of Event: Reception following the graduation ceremony

When: Start: 4/2/12 Time: 5 AM/PM  approx  
End: 4/2/12 Time: 6:30 AM/PM  approx  
Setup Time 2 AM/PM  Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 6:30 AM/PM  Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: "Courtyard shade sail" area outside of Russell Student Center

Who: SPS Groups Involved: 2012 Graduates and guests  
Grade: 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_

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

Total Number of Participants: 300 approx

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

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

Equipment Needed: 6 round tables  
(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 \_\_\_\_\_