

Received
4/26
JAM

Entered but
need to
update

Master Calendar Event Request

Today's Date 4-26-12 Requested by: Suzette Brooks

Contact Phone Number: 238-5679 email: suzette18@comcast.net

What: Name of Event: Track Banquet
Description of Event: Celebration of Track

When: Start: 5/21/12 Time: 6:00 AM/PM
End: 5/21/12 Time: 9:00 AM/PM
Setup Time 4:00 AM/PM Depart Time ~~_____~~ AM/PM (for trips)
Breakdown 9:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Center

Who: SPS Groups Involved: Varsity Track Team
Grade: 6 ___ 7 ___ 8 - 9 ✓ 10 ✓ 11 ✓ 12 ✓

Other Groups/Schools Involved: _____
Total Number of Participants: ? 70

About: Departments: _____
Activity Type: Track
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Banquet
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 4 lunch room Tables + 8 Round tables + 8 long tables
(i.e. table, chairs, electronic, technical, sound, etc.)

Screen for Slide show + projector microphone +
Sporting event - Home _____ Away _____ (at: podium)

Setup Instructions: _____

Documents to be Attached to file: _____

without Bench seats
8 long tables
Once we get
a count
will let you
know if
diff # of
tables are
needed

Events Coordinator _____ Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____