

Received 5/15/12
Jan
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SANDIA PREP

Master Calendar Event Request

Today's Date 5-14-12 Requested by: Leonard Garcia

Contact Phone Number: 353-0272 email: lgarcia@Sandiaprep.org

What: Name of Event: Softball Banquet

Description of Event: _____

When: Start: 5/17/12 Time: 1900 AM/PM

End: 5/17/12 Time: 2100 AM/PM

Setup Time NA AM/PM Depart Time _____ AM/PM (for trips)

Breakdown NA AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Isotopes Baseball Field

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: _____

Total Number of Participants: 25

About: Departments: _____

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

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

Equipment Needed: None
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home none Away _____ (at: _____)

Setup Instructions: None

Documents to be Attached to file: _____

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