

Received 5/23  
8am

# SANDIA PREP

## Master Calendar Event Request

Today's Date 5/22 Requested by: Mary Huff - chair, Sr. week

Contact Phone Number: 246-2836 email: mastiff100@aol.com

What: Name of Event: Graduation rehearsal snack

Description of Event: Sr's will have snack provided following their graduation practice

When: Start: 6/1/12 Time: 4:00 AM/PM  AM  PM

End: 6/1/12 Time: 6:00 AM/PM  AM  PM

Setup Time 2 AM/PM  AM  PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 6 AM/PM  AM  PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: All Juniors

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

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

Total Number of Participants: 84

About: Departments: Senior class

Activity Type: snack / ~~social~~ photos shown  
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: Projector, computer, sound system  
(i.e. table, chairs, electronic, technical, sound, etc.)

3 long tables to serve snack, tables for  
Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_) Kids to

Setup Instructions: Seating for 90 people sit at.  
3 long tables to put snack on  
Presentation will be made of students

Documents to be Attached to file: \_\_\_\_\_

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