

Received  
left Sam

# SANDIA PREP

## Master Calendar Event Request

Today's Date 6/7/12 Requested by: Stu Ferguson

Contact Phone Number: 508-2303 email: shfergusm@swcp.com

What: Name of Event: NM State Games  
Description of Event: Martial Arts Festival

When: Start: 6/16/12 Time: 7:00  AM  PM  
End: 6/16/12 Time: 7  AM  PM  
Setup Time 5  AM  PM Depart Time 9:00  AM  PM (for trips)  
Breakdown            AM/PM Return Time            AM/PM (for trips)

Date to  
Set up  
Fri 6/15

Where: Locations of Event: W. Gym, Student center  
Concession stand - use their own supplies

Who: SPS Groups Involved: \_\_\_\_\_  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_  
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: 400

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: pull out bleachers in W Gym  
Student center - cafeteria tables  
for HD. Extension cords in W. Gym.

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

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