

Received
6/12/12

SANDIA PREP

Master Calendar Event Request

Today's Date 6/12/12 Requested by: Kim Allen

Contact Phone Number: 228-1712 email: kimallen13@comcast.net

What: Name of Event: Girls Soccer Meeting

Description of Event: New coach introduction and planning session

When: Start: 6/20/12 Time: 5:30 AM/PM

End: 6/20/12 Time: 7:00 AM/PM

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

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

Where: Locations of Event: Student Center

Who: SPS Groups Involved: JV + Varsity Soccer Families

Grade: 6 _____ 7 _____ 8 9 10 11 12

Other Groups/Schools Involved: None

Total Number of Participants: 40

About: Departments: Athletics

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

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

Equipment Needed: tables + chairs
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: Cafeteria table set up is fine coach will speak to families re: season

Documents to be Attached to file: _____

Call please
228-1712 if
questions

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____