

Received 6/25  
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# SANDIA PREP

## Master Calendar Event Request

Today's Date 6-25-12 Requested by: Bill Griffith / Jenny Cryster

Contact Phone Number: 296-6599 email: bgriffith117@comcast.net

What: Name of Event: Reading Works Scrabble Tournament

Description of Event: Fund raiser scrabble tournament for non-profit literacy organization

When: Start: 6/3/12 Time: 7:30 AM 'M

SAT. NDU 3rd only

End: 11/3/12 Time: 6:00 AM (PM)

Setup Time 7:30 (AM/PM) Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 5:30 AM (PM) Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Russell Student Center (cafeteria)

Who: SPS Groups Involved: \_\_\_\_\_

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

Other Groups/Schools Involved: Scrabble players

Total Number of Participants: approx. 30

About: Departments: \_\_\_\_\_

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

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

Equipment Needed: Folding ~~Round~~ tables, chairs for 30 people  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: (See Jenny for questions. Thanks!)  
Please set up 8 folding tables with  
4 chairs each

Documents to be Attached to file: none

\* NO RENTAL FEE \* - 1 free day per year.

Events Coordinator \_\_\_\_\_

Director of Studies \_\_\_\_\_

IT Dept \_\_\_\_\_

Athletic Director \_\_\_\_\_

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

Business Office 

Coordinator(s) \_\_\_\_\_

attach. \_\_\_\_\_