

Received
5/7/12
sam

SANDIA PREP

3 pages

Master Calendar Event Request

Today's Date 5/7/12 Requested by: Andrea Levy

Contact Phone Number: 903-9293 email: alevy22@comcast.net

What: Name of Event: Supply Sale

Description of Event: PA sponsored - School Supplies

Sold to students during 1st 2 wks of school

When: Setup Start: 8/2/12 Time: 7:30 AM/PM

End: 8/21/12 Time: 4:00 AM/PM

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

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

Where: Entire Time Locations of Event: Board Room & Foyer Outside Board Rm

8/10/12 - Outside Supply Store - see pg 3

Who: SPS Groups Involved: Parent Assoc

Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved: _____

Total Number of Participants: 40 parent volunteers

About: Departments: _____

Activity Type: PA Fundraiser

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

Event Type: _____

8/2-21/12 (i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 19 Tables + Wood Table + Board Table

(i.e. table, chairs, electronic, technical, sound, etc.) + 24 Chairs

+ 2 Big Tables outside supply store on 8/10/12

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

Setup Instructions: see drawings

Documents to be Attached to file: see drawings

Events Coordinator A. Levy

Director of Studies _____

IT Dept _____

Athletic Director _____

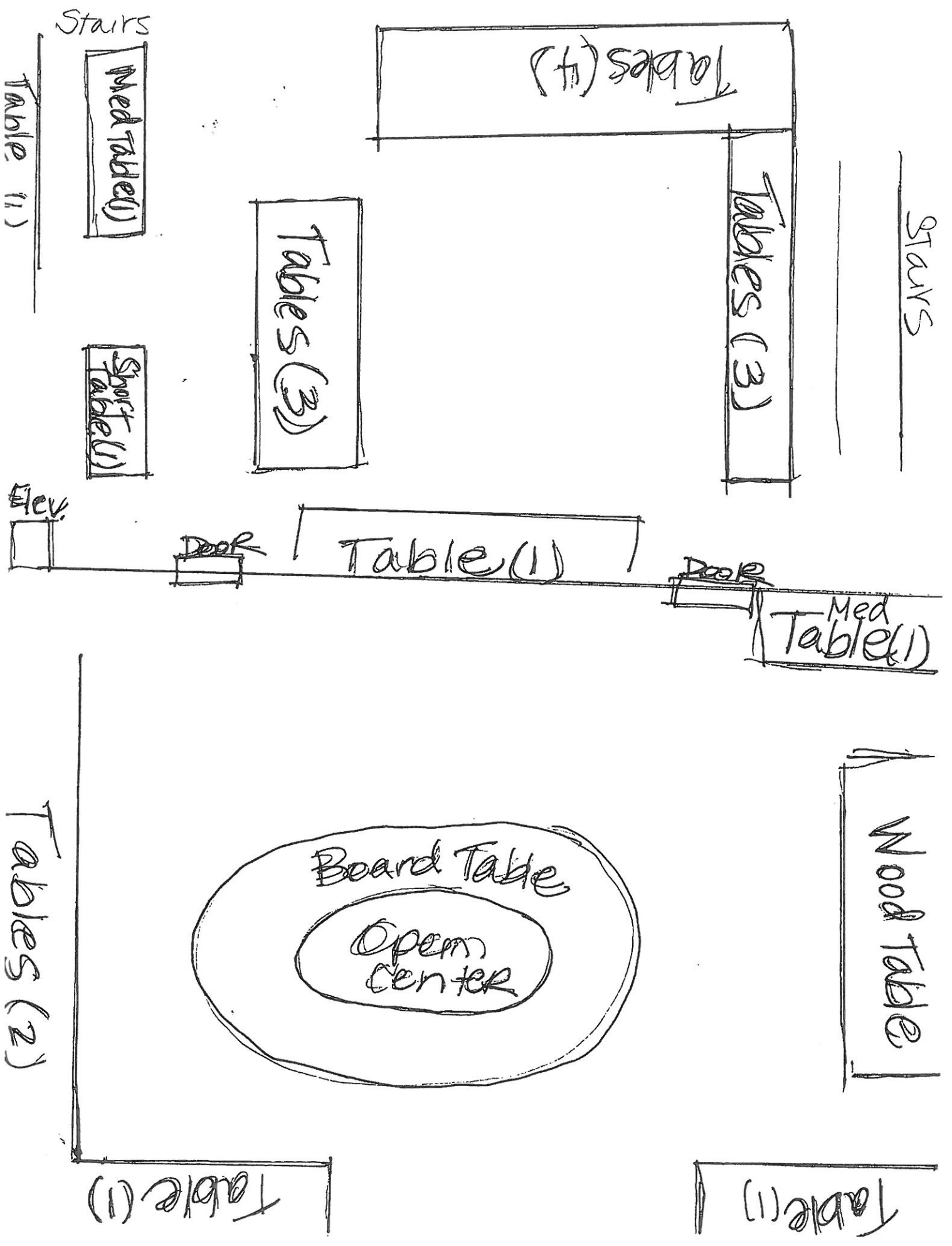
Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____



Coffee

7:30 8/10/12

