

Rec 8/1

# SANDIA PREP

## Master Calendar Event Request

Today's Date 8/1/2012 Requested by: Cindy Keaveny

Contact Phone Number: 338-3014 email: c.keaveny@msw.com

What: Name of Event: Medical/Benefit meetings

Description of Event: HR Benefits

When: Start:    /   /    Time:     AM/PM  
 End:    /   /    Time:     AM/PM  
 Setup Time     AM/PM Depart Time     AM/PM (for trips)  
 Breakdown     AM/PM Return Time     AM/PM (for trips)

*PAC 7/10*  
 8/2/12 - 10:00 AM  
 8/6/12 10:00 - 2:00  
 \* 8/13 2:00  
 20? Commons

Where: Locations of Event:    

Who: SPS Groups Involved:    

Grade: 6     7     8     9     10     11     12    

Other Groups/Schools Involved:    

Total Number of Participants:    

About: Departments: No set ups

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:    

Documents to be Attached to file:    

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