

Rec. 8/3

# SANDIA PREP

## Master Calendar Event Request

Today's Date 8/3/12 Requested by: Laurie Hall  
Contact Phone Number: 980-0275 email: hall1k@hotmail.com

What: Name of Event: TEAM LUNCH  
Description of Event: FEED Boys team, coaches, Kivitz Family Soccer

When: Start: 9/27/12 Time: 1130 AM/PM M  
End: 9/27/12 Time: \_\_\_\_\_ AM/PM  
Setup Time: 10 AM/PM Depart Time: 130 AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: SPS Boys Soccer, Coaches & Kivitz Family  
Grade: 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ (9) (10) (11) (12)  
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: 40

About: Departments: SPS Soccer  
Activity Type: Team lunch  
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: 3 rectangular tables & seating (tables & chairs) for 40  
(i.e. table, chairs, electronic, technical, sound, etc.)  
Homecoming

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

Setup Instructions: 3 rectangular tables as shown round tables & chairs where seating is shown

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

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

