

SANDIA PREP

Master Calendar Event Request

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

What: Name of Event: Girls & Boys Soccer team Dinner
Description of Event: Quarter Finals State Soccer combined team dinner.

When: Start: 11/7/12 Time: 5:30 AM/PM
End: 1/1 Time: 7:45 AM/PM
Setup Time 4:00 AM/PM Depart Time 8:30 AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

~~Thurs~~
Wed

Where: Locations of Event: Commons

Who: SPS Groups Involved: Girls & Boys Varsity Team
Grade: 6 ___ 7 ___ 8 9 10 11 12 Dinner
Other Groups/Schools Involved: Boys & Girls Soccer
Total Number of Participants: 60

About: Departments: Soccer Varsity Boys & Girls
Activity Type: Team Dinner
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: 4 rectangular tables & round tables & chairs for 60 people
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: See

Documents to be Attached to file: _____

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

Seating for 60

Round tables & chairs for 60 people