

Master Calendar Event Request

Today's Date April 16, 2012 Requested by: Ralph T. Bryan
Contact Phone Number: 506-3976 (cell) email: r.t.bryan@g.com

What: Name of Event: Aikido Seminar sponsored by Albuquerque Shin-Budo Kai (ASBK)

Description of Event: Educational/training seminar with instruction in the Japanese martial art of Aikido;
this is not a tournament or competitive event

When: Start: 10/26/2012 Time: 4:00 PM
End: 10/28/2012 Time: 3:00 PM

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

10/26 Set up mats remain 4pm, event 6-8pm
10/27 9:30am, 10:30-4:30
10/28 10:00am, 11am-1:30

Where: Locations of Event: West Gym

Who: SPS Groups Involved: N/A
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___
Other Groups/Schools Involved: _____
Total Number of Participants: 40-45

About: Departments: N/A
Activity Type: Aikido
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Educational/Training Seminar
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: None
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: Curtains up; 3-4 rows bleachers extended; floor space clear of posts, nets, etc.
(practice mats will be down from start to finish)

Documents to be Attached to file: Insurance rider/documents to follow

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