

Rec 8/30

SANDIA PREP

Master Calendar Event Request

Today's Date 8/30/12 Requested by: Daniel Glass

Contact Phone Number: 459-7890 email: dglassnm@gmail.com

What: Name of Event: Varsity Girls Soccer dinners

Description of Event: Team building, Pre-game dinners

When: Start: / / Time: AM/PM

End: / / Time: AM/PM

Setup Time 5 AM/PM Depart Time 6:30 AM/PM (for trips)

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

Where: Locations of Event: Student Center

See attached
9/17 Commons
9/27, 10/9, 10/22
11/1 & 11/19
Student Center

Who: SPS Groups Involved: Girls Varsity Soccer

Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved:

Total Number of Participants: 30

About: Departments: Athletics

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

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

Equipment Needed: 1 long table, trash can,
(i.e. table, chairs, electronic/technical, sound, etc.)

water-coolers

Sporting event - Home Away (at:)

Setup Instructions: None

Documents to be Attached to file: all data attached

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

Varsity Girls Soccer Team Dinners

Set up: 5:00pm

Tear Down: 6:30 pm

Items needed: 1 long table, trash can, water cooler

8/30 LM Dawn

8/30 spoke w/ Dawn & those changes are OK

Dates of dinners:

- 9/17/12 Commons? Yes
- 9/27/12 out by 4pm? OK
- 10/9/12 ✓
- 10/22/12 out by 4pm? - OK
- 11/1/12 out by 4pm? OK

End of year banquet: 11/19/12 please reserve Student Center, more information to follow. 5:00-9:30pm ✓