

Rec 9/7
Entered 9/7

SANDIA PREP

Master Calendar Event Request

Today's Date 9-7-12 Requested by: Jenny Williams

Contact Phone Number: 414-2645 email: Jenny.Williams.NM@MSN.COM

What: Name of Event: School Photo Distribution

Description of Event: _____

When: Start: 9/10/12 Time: 9:00 AM PM

End: 9/10/12 Time: 2:00 AM PM

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

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

Where: Locations of Event: Russell Student Center Foyer

Who: SPS Groups Involved: Parent Assoc - Photo Committee

Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: _____

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

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

Equipment Needed: 2 Tables (rectangular
(i.e. table, chairs, electronic, technical, sound, etc.)
4 folding chairs) set 9:00am

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

Setup Instructions: Please have set up by 9:00 am

Documents to be Attached to file: _____

Events Coordinator _____
Athletic Director _____
Business Office _____

Director of Studies _____
Maintenance _____
Coordinator(s) _____

IT Dept _____
scanned _____
attach. _____