

Rec 9/10
Entered 9/10

SANDIA PREP

Master Calendar Event Request SANDIA PREP

Today's Date SEPTEMBER 10 Requested by: DAVID SCHINDEL

Contact Phone Number: 338-3054 email: d.schindel@sandiaprep.org

What: Name of Event: AMERICAN UNIVERSITY PRESENTATION

Description of Event: A.U. representative will hold

When: Start: 10/04/12 Time: 6:00 AM/PM

End: 10/04/12 Time: 8:30 AM/PM

Setup Time 5:00 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 8:45 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: COMMONS ROOM - 100 BUILDING

Who: SPS Groups Involved: JUNIOR - SENIORS - PARENTS - SOME SOPHOMORES

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

Other Groups/Schools Involved: _____

Total Number of Participants: 50 ANTICIPATED

About: Departments: COLLEGE COUNSELING

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

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

Equipment Needed: SCREEN, PROJECTION EQUIPMENT (COMPUTER),
(i.e. table, chairs, electronic, technical, sound, etc.)

PODIUM IN FRONT OF ROOM
Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: 50 CHAIRS, LECTURE STYLE FACING WEST WALL, PROJECTOR EAST END BEHIND SEATS, SCREEN WEST WALL - SET UP LIKE FACULTY MTG.

Documents to be Attached to file: _____

Events Coordinator

Director of Studies

IT Dept

Athletic Director _____

Maintenance _____

scanned _____

Business Office

Coordinator(s)

attach. _____