

Rec 9/6  
Entered 9/10

# SANDIA PREP

## Master Calendar Event Request

Today's Date 9/6/12 Requested by: Laurie Hall

Contact Phone Number: 980 0275 email: hallik@hotmail.com

What: Name of Event: Varsity Soccer Team Dinner

Description of Event: Team dinner after boys Varsity Soccer practise

When: Start: 10/24/12 Time: 5:45 AM/PM

End: 10/22/12 Time: 6:45 AM/PM

Setup Time 4:30 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 7:30 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Done, cleaned up & out by 7:30 ←

Where: Locations of Event: Commons

Who: SPS Groups Involved: Boys Varsity Soccer Team

Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9  10 \_\_\_ 11 \_\_\_ 12 \_\_\_

Other Groups/Schools Involved: N/A

Total Number of Participants: 30

About: Departments: Athletics - Soccer

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

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

Equipment Needed: 3 rectangular tables / 6 circle tables & 30 chairs  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_) around them

Setup Instructions: \_\_\_\_\_

Documents to be Attached to file: \_\_\_\_\_

Events Coordinator \_\_\_\_\_

Director of Studies \_\_\_\_\_

IT Dept \_\_\_\_\_

Athletic Director \_\_\_\_\_

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

Business Office \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

attach. \_\_\_\_\_

