

Rec 9/10  
Entered  
9/11

# SANDIA PREP

## Master Calendar Event Request

Today's Date 9/10/12 Requested by: Lucie Ceylon

Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: Substitutes Orientation

Description of Event: 2012-13 Substitutes meet to learn new for-12-13 info; welcome new Subs; meet Head of School who has a gift for them.

When: Start: 9/20/2012 Time: 4:30 AM/PM

End: 5:45 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: The Commons

Who: SPS Groups Involved: Lucie's Sub Teachers, Steve Albert,

No Students  
Grade: 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: 20 to 30

About: Departments: Substitutes / Administration

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

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

Equipment Needed: tables, chairs for 20-24  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: Round tables & chairs are fine

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

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

? invite  
Brian Treg.  
Laura Fitz