

Rec 9/11 Sam

# SANDIA PREP

## Master Calendar Event Request

Today's Date 9-11 Requested by: Rob Munnear

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

What: Name of Event: WLA Egg-Roll making activity

Description of Event: \_\_\_\_\_

When: Start: 9/14/12 Time: 11:05 AM/PM

End: 9/14/12 Time: 12:40 AM/PM

Setup Time 9/14/12 AM/PM Depart Time 2:00 AM/PM (for trips)

Breakdown 12:00 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Balcony + Board Room

Who: SPS Groups Involved: WLA

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

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

Total Number of Participants: 2

About: Departments: Modern Languages

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

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

Equipment Needed: A projector in boardroom  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: NO special setup -

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

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