

Rec 9/12

# SANDIA PREP

## Master Calendar Event Request

Today's Date Sept 12, 2012 Requested by: NEIL MCBETH

Contact Phone Number: \_\_\_\_\_ email: nmcbeth@sandiaprep.org

What: Name of Event: NHS INDUCTION CEREMONY

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

When: Start: 9/24/2012 Time: 7 AM/PM

End: 9/24/2012 Time: 8 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: McCALL THEATER

Who: SPS Groups Involved: NHS JUNIORS + SENIORS

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

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

Total Number of Participants: 50

About: Departments: \_\_\_\_\_

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

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

Equipment Needed: CHAIRS, PODIUMS, MIC, TABLE, PIANO  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: SETUP RISERS ON STAGE

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

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