



# 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 RECEPTION

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

When: Start: 9/24/2012 Time: 8 AM/PM

End: 9/24/2012 Time: 9 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: STUDENT CENTER

Who: SPS Groups Involved: NHS, JUNIORS, SENIOR + RELATIVES

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

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

Total Number of Participants: 200-300

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

Activity Type: \_\_\_\_\_

(i.e. Social event, Baseball, Soccer, chess club)

Event Type: RECEPTION

(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: TABLES SET UP IN STUDENT CENTER

(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: SETUP TABLES AT 6 PM

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

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

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

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

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

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

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

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

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