

SANDIA PREP

Master Calendar Event Request

Today's Date 8/20/12 Requested by: Christine Turpen
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What: Name of Event: Homecoming BBQ
 Description of Event: Homecoming BBQ For athletes coaches's visit
Food services begins @ 10:30 am's wraps up @ 3:30 pm

When: Start: 9/29/2012 Time: 10:30 AM/PM
 End: 9/29/2012 Time: 3:30 AM/PM
 Setup Time 7:30 AM/PM Depart Time _____ AM/PM (for trips)
 Breakdown 4:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: The Quad, South of Gazebo

Who: SPS Groups Involved: Parent Association
 Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___
 Other Groups/Schools Involved: Booster Club
 Total Number of Participants: 600+

About: Departments: _____
 Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)
 Event Type: _____
(i.e. assembly, game, practice, meeting, dance)
 Equipment Needed: See attached
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home Away _____ (at: _____)
 Setup Instructions: need maintenance help with tables,
BBQ, cooler, spa cone machine, trash cans
throughout the day's assistance putting everything
away.
 Documents to be Attached to file: _____

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

Items Needed for Homecoming BBQ
Saturday, September 29, 2012

| | |
|-----------------------|--|
| BBQ Grill | (2) Need Propane Tanks <u>MAKE SURE THEY ARE FULL</u> |
| Large Coolers | (6) |
| Long tables | (8) |
| Round Tables | (2) |
| Chairs | (10) |
| Large Trash Cans | (6) |
| Canopy Set-up | (2) Sno-Cone Machine (1) Annual Fund |
| Set-Up for Fields | |
| Booster Club Canopies | (3) 2 at east field: 1 Home, 1 Visitor, 1 at west field for referees |

We will need Maintenance help throughout the day.

Sno-Cone machine will need access to electricity