

Rec 9/17

SANDIA PREP

Master Calendar Event Request

Today's Date 9/17/12 Requested by: Karen Lyall

Contact Phone Number: 338-3018 email: klyall@sandiaprep.org

What: Name of Event: Share Day - 6th Grade
Description of Event: Presentations from 6th grade rotations

When: Start: 9/26/12 Time: 2 AM/PM
End: 9/26/12 Time: 3:30 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: Theatre

Who: SPS Groups Involved: _____
Grade: 6 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____
Other Groups/Schools Involved: _____

Total Number of Participants: ~ 100

About: Departments: 6th Grade Rotations
Activity Type: Presentations
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: Projector / Laptop / Audio / CD / Screen
(i.e. table, chairs, electronic, technical, sound, etc.)
Piano

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: _____

Documents to be Attached to file: _____

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