

Rec.
9/27
8:00am

SANDIA PREP

Master Calendar Event Request

Today's Date 09/27 Requested by: Celine Perceas-Alh

Contact Phone Number: _____ email: _____

What: Name of Event: Crepe Sale

Description of Event: Students of French 2 will sell crepes to raise money

When: Start: ~~10/2/12~~ Time: 11:55 AM/PM

→ End: 10/2/12 Time: 12:40 AM/PM

Setup Time 11:30 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: in front of student center

Who: SPS Groups Involved: French Students

Grade: 6 ___ 7 ___ 8 ___ 9 10 ___ 11 12 ___

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: French

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

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

Equipment Needed: 2 long tables, 2 extension cords
(i.e. table, chairs, electronic, technical, sound, etc.)

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. _____