

Rec 9/28 2pm

SANDIA PREP

Master Calendar Event Request

Today's Date 9/28/12 Requested by: Danielle Gunderson

Contact Phone Number: 338-3055 email: dgunderson@sandiaprep.org

What: Name of Event: NASPA student luncheon

Description of Event: Organization is purchasing lunch for new members of NASPA.

When: Start: 10/8/12 Time: 11:00 AM/PM

End: 10/8/12 Time: 12:50 AM/PM

Setup Time 11:00 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 12:40 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Board Room in Russell Student Center

Who: SPS Groups Involved: NASPA (MS & US)

Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved: N/A

Total Number of Participants: N/A

About: Departments: N/A

Activity Type: Social luncheon w/ students
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: N/A
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home N/A Away N/A (at: _____)

Setup Instructions: N/A

Documents to be Attached to file: N/A

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____