

Rec 10/11 *jam*

SANDIA PREP



Master Calendar Event Request

Today's Date 9/28/12 Requested by: Laurie Hall
 Contact Phone Number: 9800275 email: halllk@hotmail.com
 What: Name of Event: Varsity Boys Soccer Team Dinner
 Description of Event: Feed Boys & Coaches Dinner

When: Start: 10/31/12 Time: 4:30 AM/PM
 End: 10/31/12 Time: 7:30 AM/PM
 Setup Time 4:30 AM/PM Depart Time _____ AM/PM (for trips)
 Breakdown 7:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: The Commons

Who: SPS Groups Involved: SPS Varsity Boys Soccer Players & Coaches
 Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 11 12
 Other Groups/Schools Involved: _____
 Total Number of Participants: 30

About: Departments: SPS Soccer
 Activity Type: TEAM DINNER
(i.e. Social event, Baseball, Soccer, chess club)
 Event Type: TEAM DINNER
(i.e. assembly, game, practice, meeting, dance)



Equipment Needed: 3 rectangular tables & seating around round
(i.e. table, chairs, electronic, technical, sound, etc.)
 Sporting event - Home Away _____ (at: _____) tables for 30 with chairs
 Setup Instructions: 3 rectangular tables as shown / Round tables with chairs for 30 people

Documents to be Attached to file: _____

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