

Rec 10/2

# SANDIA PREP

## Master Calendar Event Request

Today's Date 10/11/12 Requested by: WLA (Riley Cronin)

Contact Phone Number: 505-944-6436 email: 14rcroni.n@sandiaprep.org

What: Name of Event: WLA Movie Night

Description of Event: We are going to watch a Bollywood movie

When: Start: 10/11/12 Time: 6:00 AM/PM

End: 10/11/12 Time: 8:30 AM/PM

Setup Time 5:30 AM/PM  Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 8:30 AM/PM  Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: WLA

Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11  12 \_\_\_

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: around 40

About: Departments: Language

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

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

Equipment Needed: projector, chairs, speakers, computer  
(i.e. table, chairs, electronic, technical, sound, etc.)

two tables, screen, 40 plates, 40 cups, 40 napkins

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: Please set up the screen and projector so that we can play a movie on the computer and have it playing on the screen

Documents to be Attached to file: \_\_\_\_\_

Events Coordinator \_\_\_\_\_

Director of Studies \_\_\_\_\_

IT Dept \_\_\_\_\_

Athletic Director \_\_\_\_\_

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

Business Office \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

attach. \_\_\_\_\_