

Rec 10/8/89  
Entered 10/9

# SANDIA PREP

## Master Calendar Event Request

Today's Date 10-8-12 Requested by: Shelly Andes  
Contact Phone Number: 239-7311 cell email: Sandes@sandiaprep.org

What: Name of Event: Choir Concerts  
Description of Event: Choir Concerts

When: Start: 10/15/12 Time: 5:30 AM/PM  7:00pm  
End: 10/15/12 Time: 8:15 AM/PM   
Setup Time 7:30 AM/PM  Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Warm-up in Choir Room @ 5pm + 6:30pm;  
Concerts in Theatre

Who: SPS Groups Involved: 6<sup>th</sup> Grade Choir; Adv. MS Choir; US Chorus  
Grade: 6  7  8  9  10  11  12   
Other Groups/Schools Involved: Invited guest performers  
Total Number of Participants: 77 from SPS

About: Departments: Performing Arts  
Activity Type: Choir  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: Concert  
(i.e. assembly, game, practice, meeting, dance)  
Equipment Needed: Risers, Piano, Sound  
(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. \_\_\_\_\_