

10/11/12  
Entered



# Master Calendar Event Request

Today's Date 10.11.12 Requested by: MICHAEL HUDOCK

Contact Phone Number: \_\_\_\_\_ email: mhudock@sandiaprep.org

What: Name of Event: BOSQUE SCHOOL COLLABORATION  
Description of Event: PREP AND BOSQUE PHOTO STUDENTS WORKING TOGETHER

When: Start: 10/18/2012 Time: 11:30 AM/PM  
End: 10/18/2012 Time: 3:30 AM/PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: PHOTO ROOM

Who: SPS Groups Involved: \_\_\_\_\_  
Grade: 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 ~~\_\_\_\_\_~~ 12 X  
Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: 8 BOSQUE 5 PREP + 2 TEACHERS

About: Departments: \_\_\_\_\_  
Activity Type: \_\_\_\_\_  
*(i.e. Social event, Baseball, Soccer, chess club)*

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

Equipment Needed: \_\_\_\_\_  
*(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. \_\_\_\_\_