

Rec 10/22

SANDIA PREP

Master Calendar Event Request

Today's Date 10/22/2012 Requested by: WLA

Contact Phone Number: _____ email: _____

What: Name of Event: The Day of the Dead
Description of Event: Making a sugar skull and eating bread

When: Start: 11/01/2012 Time: 11:10 AM/PM
End: 11/02/2012 Time: 12:40 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: Commons

Who: SPS Groups Involved: WLA
Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 X 12 _____
Other Groups/Schools Involved: _____
Total Number of Participants: ?

About: Departments: _____
Activity Type: crafts and food
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Day of the Dead / WLA
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: table, chairs
(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. _____