

Rec 11/6  
& Entered

# SANDIA PREP

## Master Calendar Event Request

Today's Date 11.05.12 Requested by: MICHAEL HUDOCK

Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: BOSQUE PHOTO STUDENTS TO VISIT PREP

Description of Event: \_\_\_\_\_

When: Start: 11/15/12 Time: 1:15 AM/PM

End: 11/15/12 Time: 3:15 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: PHOTO 3

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

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

Total Number of Participants: 15

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 Atwood

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

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

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

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

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

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