

Entered
11/13

SANDIA PREP

Master Calendar Event Request

Today's Date 11-12-12 Requested by: Pam Dorner / Pauline Tenorio

Contact Phone Number: ext 3058 email: pdorner@sandia_prep.org

What: Name of Event: Basketball Kick Off Dinner
Description of Event: Dinner w/ coaches to give
parents details about season

When: Start: 11/19/12 Time: 5:00 AM/PM
End: 11/19/12 Time: 7:30 AM/PM
Setup Time 5:00 AM/PM Depart Time 7:30 AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center
Cafeteria

Who: SPS Groups Involved: C Team, JV + Varsity Boys Players + Parents
Grade: 6 _____ 7 _____ 8 _____ 9 10 11 12

Other Groups/Schools Involved: _____
Total Number of Participants: ?

About: Departments: Athletics
Activity Type: Basketball
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Dinner
(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. _____