

Rec 11/13

# SANDIA PREP

## Master Calendar Event Request

Today's Date 11-12-12 Requested by: Shelly Andes  
Contact Phone Number: 239-7311 email: sandes@sandiaprep.org

What: Name of Event: Choir Concert  
Description of Event: 5pm Dress Rehearsal for 6:30pm Concert

When: Start: 12/11/12 Time: 6:30 AM/PM  
End: 12/11/12 Time: 7:45 AM/PM  
Setup Time 5:00 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 7:45 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Theatre  
& Choir Room

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

About: Total Number of Participants: 77  
Departments: Performing Arts  
Activity Type: Concert  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: \_\_\_\_\_  
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: Sound, risers  
(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. \_\_\_\_\_