

Rec 11/12

SANDIA PREP

Master Calendar Event Request

Today's Date 11/12/12 Requested by: Matthew Stull
Contact Phone Number: 605-370-9393 email: mstull20@yahoo.com

What: Name of Event: Sandia Prep Cross Country Banquet
Description of Event: Celebration of Cross Country Season

When: Start: 12/15/2012 Time: 6:30 AM/PM
End: 12/15/2012 Time: 8:30 AM/PM
Setup Time 5:30 AM/PM Depart Time 9:00 AM/PM (for trips)
Breakdown 9:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: Cross Country team
Grade: 6 ___ 7 ___ 8 X 9 X 10 X 11 X 12 X
Other Groups/Schools Involved: _____
Total Number of Participants: 60-70

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: Need a projector, projector screen, tables, chairs and garbage cans, sound system

Documents to be Attached to file: _____

Events Coordinator _____ Director of Studies _____ IT Dept X
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____