

Rec 11/15

SANDIA PREP

Master Calendar Event Request

Today's Date 11/15/12 Requested by: Roxana Reid - cell # 235-9520

Contact Phone Number: 867-6399 email: ogdenreid@msri.com

What: Name of Event: Varsity Girls Soccer Banquet
Description of Event: End of season banquet & awards ceremony

When: Monday, November 19
Start: 6:30 Time: AM
End: 8:30 Time: AM
Setup Time 5:00 AM/PM Depart Time 9:00 AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Student Center

Who: SPS Groups Involved: JV & Varsity Girls Soccer Team & families & coaches
Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 11 12

Other Groups/Schools Involved: _____

Total Number of Participants: 100-120?

About: Departments: Athletic Department - JV & Varsity Girls Soccer Team

Activity Type: Social event - Banquet
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: PA system, screen for DVD
(i.e. table, chairs, electronic, technical, sound, etc.)
round banquet tables w/ 8-10 chairs per table for 120

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: _____
→ several long tables up front to seat 30 players & 4 coaches
several long tables to hold food, etc.

Documents to be Attached to file: _____
→ water station set up w/ ice
one small table by entrance to collect money
one small table to hold gifts near PA system.

see attached sheet!

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

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POP

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lindsay (11)

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ogden (12)

roxana (16)

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Banquet - Student Center Reservation

[Back to messages](#) |

Kim Allen
To Roxana Reid

9:31 PM
[Reply](#) ▼

Hi Roxana,

Sorry we didn't connect tonight. When you go down to the school, you can ask Laurie to see the form that Dawn filled out for the banquet.

Here are some things to check' consider, or request:

1. Confirm date of event is Monday, November 19.
2. Room is set-up by maintenance by 5:00 pm.
3. Event runs from 6:30 to 9:00 pm.
4. Request PA system and screen for DVD.
5. Small table set-up in hall outside cafeteria or at entrance inside cafeteria to collect money.
6. Round banquet tables with 8-10 chairs per table for guests.
7. Estimate 100 people but remember 30 of the guests are players and they will need to have long tables (or cafeteria tables) set up close to PA/stage area.
8. Need table near PA to hold gifts, certificates, etc.
9. Long tables to hold food 4 maybe.
10. Water station set-up with some ice - probably 4 is good.

That is what comes to mind. If you aren't sure about something we can figure it out later. We should have the RSVP count by Thursday. If are numbers are greater than 100 we can update form.

Also, is there a cash box in the book room that we can borrow? We'll be dealing with a lot of money and i don't want it to get lost or misplaced that night. Thanks for helping me with the banquet. I really appreciate it since I am working on patch and DVD orders as well as certificates for district teams.

Kim

Sent from my iPad

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