

Rec. 11/28
Copy to Edwin
OK'd w/Mike

SANDIA PREP

Master Calendar Event Request

Today's Date 11/28/12 Requested by: Tony Schaeppke
Contact Phone Number: 264-4582 email: tschoepke@sandiaprep.org

What: Name of Event: C Team Potluck
Description of Event: Get together for Boys C Team basketball players + parents.

When: Start: 11/29/12 Time: 6:00 AM/PM
End: 11/29/12 Time: 7:30 AM/PM
Setup Time 5:30 AM/PM Depart Time 9:00 AM/PM (for trips)
Breakdown 9:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: C Team Boy basketball
Grade: 6 ___ 7 ___ 8 X 9 X 10 ___ 11 ___ 12 ___
Other Groups/Schools Involved: _____

Total Number of Participants: 40

About: Departments: Athletics
Activity Type: basketball
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: potluck - gettogether
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: table + chairs
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: As long as there are enough tables + chair set up, we're good.

Documents to be Attached to file: _____

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