

Master Calendar Event Request

Today's Date 12/13/12 Requested by: Karen Lyall
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What: Name of Event: 6th Grade Share Day
Description of Event: A sharing of rotations in theatre
informal

When: Start: 12/13/12 Time: 2:00 AM/PM
End: 12/13/12 Time: 3:30 AM/PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Theatre

Who: SPS Groups Involved: _____
Grade: 6 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____
Other Groups/Schools Involved: rotation teachers
Total Number of Participants: ~ 40

About: Departments: 6th Grade / Fine Arts
Activity Type: Presentation
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Assembly
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: Laptop / Projector / sound
(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. _____