

12/14

SANDIA PREP

Master Calendar Event Request

Today's Date 12-14-12 Requested by: S. Andes
 Contact Phone Number: 239-7311 email: Sandes@sandiaprep.org

What: Name of Event: All State Rehearsals
 Description of Event: Hosting Help Sessions for City All State
choir members

When: Start: 12/20/12 Time: 4:00 AM/PM
 End: 12/20/12 Time: 5:30 AM/PM and 1/8/12
6:30-8pm
 Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
 Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Choir Room and at least
One Other Large Space (Band Room, Black Box)

Who: SPS Groups Involved: Choir-All state members and
practice rooms
 Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____
 Other Groups/Schools Involved: Other All State Members
 Total Number of Participants: ~15 on 12/20 ~30-40 on 1/8

About: Departments: Performing Arts
 Activity Type: Rehearsal
(i.e. Social event, Baseball, Soccer, chess club)
 Event Type: _____
(i.e. assembly, game, practice, meeting, dance)
 Equipment Needed: Piano, CD players (3 or 4)
(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. _____