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# SANDIA PREP

## Master Calendar Event Request

Today's Date Jan 8, 2013 Requested by: May Ann Garcia-Word-  
Contact Phone Number: 238 5027 email: mgarcia@word@sandiaprep.org

What: Name of Event: La Chandeleur  
Description of Event: French students will celebrate La Chandeleur, French holiday making crêpes

When: Start: 02/01/13 Time: 7:30 AM PM  
End: 02/01/13 Time: 3:30 AM PM  
Setup Time 7:00 AM PM Depart Time 3:45 AM PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: The Commons

Who: SPS Groups Involved: All French classes, WLA  
Grade: 6  7  8  9  10  11  12

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: 170 total

About: Departments: Modern Language Departments  
Activity Type: \_\_\_\_\_  
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: 8 round tables with chairs, 5 large rectangular tables, 5 extension cords  
(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 [Signature] IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) \_\_\_\_\_ attach. \_\_\_\_\_