

Rec 1/9  
Ent. 1/9



### Master Calendar Event Request

Today's Date 1/9/13 Requested by: Danielle Gunderson

Contact Phone Number: 338-3055 email: dgunderson@sandia-prep.org

What: Name of Event: New Mexico College fair - meeting  
Description of Event: Committee meeting

When: Start: 1/25/13 Time: 2:00 AM/PM PM  
End: 1/25/13 Time: 3:30 AM/PM PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Russell Student Center - Board Room

Who: SPS Groups Involved: N/A  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_  
Other Groups/Schools Involved: NMCF committee members  
Total Number of Participants: 8

About: Departments: ✓  
Activity Type: ✓  
*(i.e. Social event, Baseball, Soccer, chess club)*  
Event Type: ✓  
*(i.e. assembly, game, practice, meeting, dance)*  
Equipment Needed: ✓  
*(i.e. table, chairs, electronic, technical, sound, etc.)*  
Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)  
Setup Instructions: N/A

Documents to be Attached to file: ✓

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