

Rec 1/25
sam

SANDIA PREP

Master Calendar Event Request

Today's Date 1-18-18 Requested by: Susi Hochrein

Contact Phone Number: 453-0719 email: shochrein@sandiaprep.org

What: Name of Event: Mid-School Valentine's Dance

Description of Event: Grades 6th-8th Dance with DJ

When: Start: 2/8/13 Time: 6:30 AM/PM PM

End: 2/8/13 Time: 8:30 AM/PM PM

Setup Time 4:00 AM/PM PM Depart Time 6:00 AM/PM PM (for trips)

Breakdown 8:30 AM/PM PM Return Time 9:00 AM/PM PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: _____

Grade: 6 7 8 9 _____ 10 _____ 11 _____ 12 _____

Other Groups/Schools Involved: None

Total Number of Participants: _____

About: Departments: _____

Activity Type: _____

(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____

(i.e. assembly, game, practice, meeting, dance)

* Equipment Needed: 4^{round} tables, 50 chairs, 13^{rectangular} tables,
(i.e. table, chairs, electronic, technical, sound, etc.)

microphone, B-52 speakers, extension cable, small risers, outlet strip
Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: _____

- 4 tables to be placed on the outside perimeter of the room, DJ set-up on the east wall

Documents to be Attached to file: - 2 rectangular tables placed by the windows - 1 rectangular table placed at entrance of Student Center.

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____