

Rec 1/24

SANDIA PREP

Master Calendar Event Request

Today's Date 1-24-13 Requested by: Rob Minear

Contact Phone Number: _____ email: _____

What: Name of Event: Chinese New Year Celebration

Description of Event: _____

When: Start: 2/8/13 Time: 9:40 AM/PM

End: 2/8/13 Time: 12:40 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: 9:40 -> 10 Field House during
10 -> 12:40 Student Center, muzzanne assembly

Who: SPS Groups Involved: WLA / LANGUAGE

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

Other Groups/Schools Involved: MENALL (30 Chinese students)

Total Number of Participants: _____

About: Departments: Language

Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: Assembly, Dragon Dance in quad + classes
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: cooking, calligraphy, + tea ceremony
(i.e. table, chairs, electronic, technical, sound, etc.) by invitation tables in student center

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: Will arrange w/ Arston

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____