

Rec @ 1/31/13

SANDIA PREP

Master Calendar Event Request

Today's Date 1/28/2013 Requested by: Lucy Kozikowsky
Contact Phone Number: 505 804 2808 email: lkozikowski@sandia prep.org

What: Name of Event: Peace Pal Presentation
Description of Event: Speacheading Fundraiser for 6th grade Community Service

When: Start: 2/13/2013 Time: 9:40 AM/PM
End: 2/13/2013 Time: 10:40 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: Theatre

Who: SPS Groups Involved: Entire 6th grade
Grade: 6 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____
Other Groups/Schools Involved: _____
Total Number of Participants: 100

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: Need a projector/laptop hookup to connect to screen in theatre (laptop provided)

Documents to be Attached to file: _____

Events Coordinator Lucy Kozikowski Director of Studies [Signature] IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____