

Rec 2/14

SANDIA PREP

Master Calendar Event Request

Today's Date 2-14-13 Requested by: Leonard R. Garcia

Contact Phone Number: 353-0272 email: lgarcia@sandiaprep.org

What: Name of Event: Softball Scrimmage & Meet & Greet
Description of Event: BBQ. softball game

When: Start: 2/23/13 Time: 11:00 AM/PM
End: 2/23/13 Time: 4:00 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: Prep Softball field

Who: SPS Groups Involved: Softball Team

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

Other Groups/Schools Involved: _____

Total Number of Participants: 50

About: Departments: _____

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

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

Equipment Needed: BBQ Grill
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: _____

Documents to be Attached to file: _____

Events Coordinator Leonard Garcia Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____