

# SANDIA PREP

## Master Calendar Event Request

Today's Date 2/20/13 Requested by: Sonja Denham  
Carlyne Swift  
Contact Phone Number: 463-4267 email: Carlyneswift@lymail.com

What: Name of Event: Lunch @ Black Box  
Description of Event: ~ week of the Carrie Show

When: Start: 2/25/13 Time: 9 AM/PM  
End: 3/4/13 Time: 9 AM/PM  
Setup Time 9 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 9 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Black Box

Who: SPS Groups Involved: \_\_\_\_\_  
Grade: 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 X 10 X 11 X 12 X  
Other Groups/Schools Involved: Theatre Dept  
Total Number of Participants: 50

About: Departments: Theatre  
Activity Type: Thespian lunch and bake sale  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: \_\_\_\_\_  
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 3 8' tables for snack & luncheon  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)  
Setup Instructions: \_\_\_\_\_

Documents to be Attached to file: \_\_\_\_\_

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

\* Can janters bring drop off 3  
8' tables to black box next week