

SANDIA PREP

Master Calendar Event Request

Today's Date 7/21/13 Requested by: Seneca Donham
Carolyn Swift
 Contact Phone Number: 463-4267 email: Carolyn.Swift@gmail.com

What: Name of Event: "Carrie" Musical Reception
 Description of Event: Reception

When: Start: 3:30/2/13 Time: 5:30 AM/PM
 End: 3/12/13 Time: 10:00 AM/PM
 Setup Time 5:30 AM/PM Depart Time _____ AM/PM (for trips)
 Breakdown 10 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: Thespians
 Grade: 6 _____ 7 _____ 8 _____ 9 X 10 X 11 X 12 X

Other Groups/Schools Involved: 1

Total Number of Participants: ~150 people

About: Departments: Drama

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

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

Equipment Needed: tables/chairs, slide projector, sound equipment, podium & microphone
 (i.e. table, chairs, electronic, technical, sound, etc.)

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

* Setup Instructions: we need:

1. 10 of the round tables set up
2. 50 chairs set up

Documents to be Attached to file: 3. 4 of the light foot tables set up with out the bench

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach _____

Thank You!!

I think Tim is fully wanted you to
 rest as well. I just wanted you to
 know what tables & chairs we needed.