

Rec 3/28

# SANDIA PREP

## Master Calendar Event Request

Today's Date 3-28 Requested by: Pam Dorner  
Contact Phone Number: ext 3058 email: pdorner@sandiaprep.org

What: Name of Event: Basketball Banquet  
Description of Event: ↓

When: Start: 4/12/2013 Time: 5:00 AM/PM  
End: 4/12/2013 Time: 9:00 AM/PM  
Setup Time 5:00 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 9:00 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Cafeteria

Who: SPS Groups Involved: Bball Players  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9  10  11  12   
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: 75

About: Departments: Athletic  
Activity Type: Banquet Bball  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: Banquet  
(i.e. assembly, game, practice, meeting, dance)  
Equipment Needed: Screen + laptop projector  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: Setup screen + projector before event

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

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