

Master Calendar Event Request

Today's Date 3/25/13 **Requested by:** Julie Ferguson/Linda Kier

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What: **Name of Event:** Graduation Reception-timing depends on graduation length
Description of Event: Light refreshments to be served after the graduation ceremony for people attending the graduation.

When: **Start:** 5 / 25 / 13 **Time:** 11:30ish AM/PM
End: 5 / 25 / 13 **Time:** 1:30ish AM/PM
Setup Time 10:30ish AM/PM **Depart Time** _____ AM/PM (for trips)
Breakdown 2:00ish AM/PM **Return Time** _____ AM/PM (for trips)

Where: **Locations of Event:** Either on the patio outside the Russell Student Center or the lawn outside the commons building

Who: **SPS Groups Involved:** Family and guests of graduates
Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____
Other Groups/Schools Involved: _____
Total Number of Participants: Approx. 200

About: **Departments:** All
Activity Type: Social event
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Social event
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: 6-8 round tables (depends on location), large drink canister
(i.e. table, chairs, electronic, technical, sound, etc.)
containers, rolling carts, garbage cans
Sporting event - Home _____ **Away** _____ **(at:)** _____
Setup Instructions: Tables and chairs to be set up by maintenance team, all other items (table clothes, balloons, food, napkins, drinks, etc. will be provided by committee members)
Documents to be Attached to file: _____

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