

Rec 4/19
SAM

SANDIA PREP

Master Calendar Event Request

Today's Date _____ Requested by: Paul Huitt
Contact Phone Number: 331-0641 email: phuitt@SandiaPrep.org
cell

What: Name of Event: ABA Baseball
Description of Event: Practice

When: Start: 12 AM/PM
End: 2 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: Baseball Field
4/6, 4/13, 4/20, 5/4, 5/18

Who: SPS Groups Involved: External community event
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___
Other Groups/Schools Involved: some SPS students
Total Number of Participants: 20

About: Departments: _____
Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Baseball Practice
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: _____
(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. _____

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