

Rec 4/19

# SANDIA PREP

## Master Calendar Event Request

Today's Date 4/19/13 Requested by: Debi Kierst

Contact Phone Number: 3033 email: \_\_\_\_\_

What: Name of Event: Senior Speeches Tryouts

Description of Event: meeting/speeches

When: Start: 4/24/13 Time: 11:45 AM/PM

End: 4/24/13 Time: 12:40 AM/PM

Setup Time N/A AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown N/A AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Be Sick Heath Board Room

Who: SPS Groups Involved: Senior Class

Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: 69

About: Departments: Senior Class / Graduation

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

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

Equipment Needed: none  
(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. _____