

Rec 4/23

# SANDIA PREP

## Master Calendar Event Request

Today's Date April 23, 2013 Requested by: Manjim Garcia-Ward / YING Dink  
Contact Phone Number: 505 2385027 email: mgarcia@sp.sps.org, ROB M'nean

What: Name of Event: Information Session: China Spring Break 2014  
Description of Event: Information will be presented to interested participants for a Spring Break Trip

When: Start: May 1, 2013 Time: 7:00 AM/PM to China-March 2014  
End: May 1, 2013 Time: 8:00 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: Board Room (Hotel)

Who: SPS Groups Involved: all students enrolled in  
Grade: 6 \_\_\_\_\_ 7  8  9  10  11  12 \_\_\_\_\_  
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: \_\_\_\_\_

About: Departments: \_\_\_\_\_  
Activity Type: \_\_\_\_\_  
(i.e. Social event, Baseball, Soccer, chess club)  
Event Type: Informational meeting -  
(i.e. assembly, game, practice, meeting, dance)  
Equipment Needed: Screen/laptop/with access/projector -  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)  
Setup Instructions: Please set up projector & screen + laptop with with access -

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

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