

Rec 4/26

# SANDIA PREP

## Master Calendar Event Request

Today's Date 4/25/13 Requested by: Kathleen Lucero - Team Parent Baseball

Contact Phone Number: 228-7766 email: klucero40@gmail.com

What: Name of Event: Baseball Banquet

Description of Event: End of Season Banquet  
Varsity & JV

When: Start: 5/4/13 Time: 3:00 AM/PM 2 Days - 2 separate Parties.

End: 5/5/13 Time: 7:00 AM/PM

Setup Time 5/3/13 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 5/7/13 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Baseball Field

Who: SPS Groups Involved: Baseball Teams, Coaches, Parents

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

Other Groups/Schools Involved: None

Total Number of Participants: 70-100

About: Departments: \_\_\_\_\_

Activity Type: \_\_\_\_\_  
*(i.e. Social event, Baseball, Soccer, chess club)*

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

Equipment Needed: 6 Tables, 30 chairs &  
*(i.e. table, chairs, electronic, technical, sound, etc.)*

Big Grill w/ Propane (we can reimburse \$)  
Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: Bring tables and chairs to  
concession on 5/3 or 5/4, whichever is convenient.  
Parents will set up and take down on day of events

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

Events Coordinator \_\_\_\_\_

Director of Studies \_\_\_\_\_

IT Dept \_\_\_\_\_

Athletic Director \_\_\_\_\_

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

Business Office \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

attach. \_\_\_\_\_