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SANDIA PREP

Master Calendar Event Request

Today's Date 4/26/13 Requested by: Roxanna Caird
Contact Phone Number: 30 29 email: _____

What: Name of Event: AF Class Participation Recognition
Description of Event: A pizza party for 6th grade students and parents

When: Start: 5/18/13 ¹⁷ Time: 11:00 AM/PM
End: 5/18/13 ¹¹ Time: 12:00 AM/PM
Setup Time 10:00 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 12:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: _____
Grade: 6 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____
Other Groups/Schools Involved: _____
Total Number of Participants: 110

About: Departments: Development / 6th grade students + faculty
Activity Type: Social
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Lunch
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: Tables for pizza + salads
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: Long tables for food
Round tables w/ chairs

Documents to be Attached to file: _____

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