

Rec 5/20

SANDIA PREP

Master Calendar Event Request

Today's Date 5-20-13 Requested by: Suzette Brooks

Contact Phone Number: 8234495 email: suzette18@comcast.net

What: Name of Event: Track Banquet

Description of Event: ✓ ✓

When: Start: 6/6/13 Time: 5:00 AM/PM

End: 6/6/13 Time: 8:00 AM/PM

Setup Time 4:00 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 8:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Student Center

Who: SPS Groups Involved: Varsity Track Team + Families

Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___

Other Groups/Schools Involved: _____

Total Number of Participants: 150-200

About: Departments: _____

Activity Type: Banquet

(i.e. Social event, Baseball, Soccer, chess club)

Event Type: Banquet

(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: Round Tables 15 Long 5

(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: If weather permits we will do

this function @ the Brooks home so

We will come pick up tables but

Documents to be Attached to file: _____

if weather is bad we will do in Student Center. Will Contact School a couple days before

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____