

Received
4/7 sam

SANDIA PREP

Master Calendar Event Request

Today's Date 4/7/12 Requested by: Stu Ferguson

Contact Phone Number: 508-2303 email: shferguson@swcp.com

What: Name of Event: Nor State Games

Description of Event: Martial Arts Festival

When: Start: 6/15/12 Time: 7:00 AM/PM

End: 6/16/12 Time: 7 AM/PM

Setup Time 5 AM/PM Depart Time 9:15 AM/PM (for trips)

Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Date to
Set up
Fri 4/15

Where: Locations of Event: W.Gym, Student center

concession stand - use their own supplies

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: _____

Total Number of Participants: 400

About: Departments: _____

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

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

Equipment Needed: _____
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: pull out bleachers in W Gym
Student center - cafeteria tables
for HD. Extension cords in W.Gym.

Documents to be Attached to file: _____

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