

Rec 8/19

# SANDIA PREP

## Master Calendar Event Request

Today's Date 8/18/13 Requested by: Karen Lyall

Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: Planning meetings w/ Chris Schueter  
Description of Event: \_\_\_\_\_

When: Start: \_\_\_/\_\_\_/\_\_\_ Time: 11:00 AM/PM Wed Aug 21  
End: \_\_\_/\_\_\_/\_\_\_ Time: 12:40 AM/PM Wed Aug 28  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips) (Thurs Sept 5)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips) Theatre

Where: Locations of Event: Board Room -

Who: SPS Groups Involved: SBA and select students  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

About: Departments: SBA and others Health & Wellness

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

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

Equipment Needed: lap top / projector / screen  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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