

Mezzanine

Board Room



Master Calendar Event Request

3 chairs
8=
Clear
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Today's Date 8-8-13 Requested by: Jenny Williams

Contact Phone Number: 414-2645 email: Jenny.williams.NM@MSU.com

What: Name of Event: Photo Day

Description of Event: _____

When: Start: 8/22/13

Time: 8 AM/PM

End: 8/22/13

Time: 3 AM/PM

Setup Time 7:00 AM/PM

Depart Time 3:30 AM/PM (for trips)

Breakdown 3:30 AM/PM

Return Time _____ AM/PM (for trips)

Where: Locations of Event: Heath Boardroom - upper mez

Who: SPS Groups Involved: Parent Assoc.

Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved: _____

Total Number of Participants: Entire school

About: Departments: _____

Activity Type: 3 photographers in boardroom
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: 3 tables + 6 chairs
(i.e. table, chairs, electronic, technical, sound, etc.)

clear boardroom furniture to South east corner

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. _____

Needs 8/21 setup help (3:30 pm) @ Dustin