

# SANDIA PREP

## Master Calendar Event Request

Today's Date 8/20/13 Requested by: Lorraine Tourville

Contact Phone Number: 604 11686 email: Lorraine-Tourville@gmail.com

What: Name of Event: Homecoming BBQ  
Description of Event: BBQ for athletes, coaches, visitors  
Food service begins @ 10:30 AM wraps @ 3:30p

When: Start: 9/28/13 Time: 10<sup>30</sup> AM/PM  
End: 9/28/13 Time: 3<sup>30</sup> AM/PM  
Setup Time 7:30 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 4 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: QUAD South of Gazebo

Who: SPS Groups Involved: Parent Association  
Grade: 6    7    8    9    10    11    12   

Other Groups/Schools Involved: SAD  
Total Number of Participants: 600+

About: Departments: \_\_\_\_\_  
Activity Type: \_\_\_\_\_  
*(i.e. Social event, Baseball, Soccer, chess club)*  
Event Type: \_\_\_\_\_  
*(i.e. assembly, game, practice, meeting, dance)*  
Equipment Needed: See Attached  
*(i.e. table, chairs, electronic, technical, sound, etc.)*

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

Setup Instructions: need maintenance help with tables  
BBQ's coolers, sno cone machine, trash cans  
throughout the day assistance putting

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

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

Items Needed for Homecoming BBQ  
Saturday, September 28, 2013

*Email  
to  
Mike  
Edwin*

BBQ Grill	(2) Need Propane Tanks <u>MAKE SURE THEY ARE FULL</u>
Large Coolers	(6)
Long tables	(8)
Round Tables	(2)
Chairs	(10)
Large Trash Cans	(6)
Canopy Set-up	(2) Sno-Cone Machine (1) Annual Fund
Set-Up for Fields	
Booster Club Canopies	(3) 2 at east field: 1 Home, 1 Visitor, 1 at west field for referees

We will need Maintenance help throughout the day.

Sno-Cone machine will need access to electricity