

Master Calendar Event Request

Today's Date 9/4/13 Requested by: Jeanaking-Beach
Contact Phone Number: 270-0212 email: jeanakb@usa.net

What: Name of Event: Cross Country Dinner
Description of Event: athlete / parent dinner

When: Start: 9/6/13 Time: 5:30 AM/PM
End: 9/6/13 Time: 7:00 AM/PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: Cross Country Team
Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Other Groups/Schools Involved: n/a
Total Number of Participants: 40

About: Departments: Athletics
Activity Type: Social
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: tables
(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 JWhelchel IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____