

9/5 Entered
into Tandem.
Sent email
to Danielle &
Mike re Sunday,
times, participants

SANDIA PREP

Master Calendar Event Request

Today's Date 9/4/2013 Requested by: Danielle Gunderson

Contact Phone Number: 338-3055 email: dgunderson@sandiaprep.org

What: Name of Event: Native American Night

Description of Event: Educational event for the SPS
community to learn about the Native American
culture

When: Sunday Start: 11/24/13 Time: _____ AM/PM
End: 11/24/13 Time: _____ 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: Native American Sandia Prep Alliance

Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved: _____

Total Number of Participants: ?

About: Departments: _____

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

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

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

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

Setup Instructions: TBD

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____