

### Master Calendar Event Request

Today's Date 9/14/13 Requested by: Karen Lyall  
Contact Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

What: Name of Event: 6th Grade Share Day  
Description of Event: \_\_\_\_\_

When: Start: 10/3/13 Time: 2 AM/PM  
End: 10/3/13 Time: 3:30 AM/PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

~~11/17 11/15?~~  
~~1/19 1/17~~  
~~2/24 2/21~~  
~~4/13~~  
~~5/24~~

Where: Locations of Event: Theatre

Who: SPS Groups Involved: \_\_\_\_\_  
Grade: 6  7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_  
Other Groups/Schools Involved: \_\_\_\_\_  
Total Number of Participants: ~ 100

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

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

Equipment Needed: lap top, audio, projector, screen,  
*(i.e. table, chairs, electronic, technician, sound, etc.)* piano

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. \_\_\_\_\_