

Entered 9/23

SANDIA PREP

Master Calendar Event Request

Today's Date 9-23-13 Requested by: Laren Lyall
Contact Phone Number: _____ email: _____

What: Name of Event: WFC Peace Ambassadors from Hiroshima
Description of Event: Assembly

When: Start: 9:30 13 Time: 2:30 AM/PM
End: 1 1 Time: 3:30 AM/PM
Setup Time 1:45 AM/PM Depart Time 3:45 AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Theatre

Who: SPS Groups Involved: All are invited
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___
Other Groups/Schools Involved: _____
Total Number of Participants: ~250

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

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

Equipment Needed: projector, screen, mics,
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: will provide Tim w/
any additional set-up.

Documents to be Attached to file: _____

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