

SANDIA PREP

Master Calendar Event Request

Today's Date 09/10/13

Requested by: Monet Silva-Caldwell

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What: Name of Event: Softball St. Martin's Softball Practice

Description of Event: Softball practice for St. Martin's Hospitality Center

When: Start: 9/10/13 Time: 6:00 AM/PM

End: 7:30 AM/PM

Tuesdays -

Setup Time AM/PM Depart Time AM/PM (for trips)

Breakdown AM/PM Return Time AM/PM (for trips)

Where: Locations of Event: Softball field

Who: SPS Groups Involved: —

Grade: 6 — 7 — 8 — 9 — 10 — 11 — 12 —

Other Groups/Schools Involved: St. Martin's

Total Number of Participants: 15-20

About: Departments: St. Martin's Hospitality Center

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

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

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

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

Setup Instructions: —

Documents to be Attached to file: certificate of insurance

Events Coordinator — Director of Studies — IT Dept —

Athletic Director — Maintenance — scanned —

Business Office — Coordinator(s) — attach. —

7/12 - spoke w/ mc. she'll get me dates this afternoon.
7/23 - No word yet; Entered for 1 month pending info