

Rec 9/18
Afternoon

Entered 9/30

Master Calendar Event Request

Today's Date 9/18/13 Requested by: Karen Lyall

Contact Phone Number: 974-1799 email: klyall@sandiaprep.org

What: Name of Event: 7th Grade Harvest Festival
Description of Event: _____

When: Start: 10/16/13 Time: 7:30 AM/PM
End: 10/16/13 Time: 3:30 AM/PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons - 7:30 - 3:30
Theatre - 7:30 - 3:30, East Fields/Garden -

Who: SPS Groups Involved: _____ 7:30 - 2:00
Grade: 6 _____ 7 X 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Other Groups/Schools Involved: 7th grade advisers, some parents
Total Number of Participants: ~100

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

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: 10 Long Tables in Commons, 8 Long tables E. Field
(i.e. table, chairs, electronic, technical, sound, etc.) 3 Power strips
+ 30 chairs

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

Setup Instructions: Tables in rows on the tiles in Commons
Round Tables & chairs on carpet
Power strips for crock pots on tables against walls
Documents to be Attached to file: _____

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