

# SANDIA PREP

## Master Calendar Event Request

Today's Date 10-10-13 Requested by: SAndes  
Contact Phone Number: 239-7311 email: Sandes@Sandiaprep.org

What: Name of Event: Fall Coffee House  
Description of Event: In formal venue for sharing music, poetry, drama and dance

When: Start: 11/12/13 Time: 6:30 AM/PM  
End: 1/1 Time: 8:00 AM/PM  
Setup Time 5:00 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 8:30 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Black Box  
May need choir room, too

Who: SPS Groups Involved: Prep Students, Parents, Staff - TBD  
Grade: 6  7  8  9  10  11  12

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: TBD (by audition)

About: Departments: Performing Arts

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

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

Equipment Needed: Sound, Lights, Piano, Chairs, Small Tables  
(i.e. table, chairs, electronic, technical, sound, etc.)

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. \_\_\_\_\_