

### Master Calendar Event Request

Today's Date 10/17/13 Requested by: Paul Huitt

Contact Phone Number: 331-0641 email: \_\_\_\_\_

What: Name of Event: Baseball Tournament - USSSA

Description of Event: Baseball Tournament

When: Start: 11/9/13 Time: All-Day AM/PM

End: 11/11/13 Time: All-Day AM/PM

Setup Time None AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

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

Where: Locations of Event: Baseball Field

Who: SPS Groups Involved: ~~USSSA~~ Baseball Team

Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_

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

Total Number of Participants: \_\_\_\_\_

About: Departments: \_\_\_\_\_

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

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

Equipment Needed: \_\_\_\_\_  
*(i.e. table, chairs, electronic, technical, sound, etc.)*

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: None

Documents to be Attached to file: \_\_\_\_\_

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