

Received  
10/22  
Jaw

### Master Calendar Event Request

Today's Date 10/18/13 Requested by: Debbie Owens

Contact Phone Number: 379-0213 email: Swinnmom2003@yahoo.com

What: Name of Event: 2013 Volleyball banquet

Description of Event: End of year banquet for Varsity;

When: Start: 11/19/13 Time: 5:00 AM/PM

End: 11/19/13 Time: 9:00 AM/PM

Setup Time 4:00 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown 9:00 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Student center

Who: SPS Groups Involved: Volleyball team

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

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

Total Number of Participants: 75

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

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

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

Equipment Needed: tables, chairs, sound, computer access  
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: round tables w/ 6 chairs for parents,  
cafeteria tables for players

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

Events Coordinator \_\_\_\_\_

Director of Studies \_\_\_\_\_

IT Dept \_\_\_\_\_

Athletic Director \_\_\_\_\_

Maintenance \_\_\_\_\_

scanned \_\_\_\_\_

Business Office \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

attach. \_\_\_\_\_