

Rec 11/4

SANDIA PREP

Master Calendar Event Request

Today's Date 11/4/13 Requested by: Willie Owens

Contact Phone Number: _____ email: _____

What: Name of Event: HS Basketball Potluck
Description of Event: Potluck meeting with Parents of 2013-14 High School Basketball teams

When: Start: 11/14/13 Time: 5:00 AM/PM
End: 11/14/13 Time: 8:00 AM/PM
Setup Time 5:00 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 8:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: HS Basketball
Grade: 6 ___ 7 ___ 8 X 9 X 10 X 11 X 12 X
Other Groups/Schools Involved: 180 Max Not likely that High
Total Number of Participants: ↓ ↑ +

About: Departments: Athletics

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: _____

Documents to be Attached to file: _____

Events Coordinator: _____ Director of Studies _____ IT Dept _____

Athletic Director _____ Maintenance _____ scanned _____

Business Office _____ Coordinator(s) _____ attach. _____