

Rec 11/12

SANDIA PREP

Master Calendar Event Request

Today's Date 11/11/13 Requested by: Liz Fleddermann
Contact Phone Number: 366-3993 email: montclairerene@msn.com

What: Name of Event: End of season banquet
Description of Event: pot-luck dinner slide show & awards presentation

When: Start: 11/11/13 Time: 6:00 AM/PM
End: 11/11/13 Time: 8:30 AM/PM
Setup Time 5:30 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 9:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: Boys/Girls X-country teams
Grade: 6 _____ 7 _____ 8 9 10 11 12
Other Groups/Schools Involved: _____
Total Number of Participants: ~ 40

About: Departments: _____
Activity Type: X-country
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: end of season banquet
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: tables, chairs, projector & screen, sound system, podium
(i.e. table, chairs, electronic, technical, sound, etc.)
Sporting event - Home _____ Away _____ (at: _____)
Setup Instructions: Podium & 2 rectangular tables under stairs on E. side, round table & chairs near south end, 4 rectangular
Documents to be Attached to file: tables along south side for pot-luck dishes, projector, screen, and sound system near podium

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