Rec 11/13
Updated
11/13

SANDIA PREP

Master Calendar Event Request

Today's Date 11/13/13 Requested by: _____

Contact Phone Number: _____ email: _____

What: Name of Event: Girls Varsity Banquet

Description of Event: _____

When: Start: 11/18/13 Time: 6:15 AM/PM

End: 11/18/13 Time: 8:30 AM/PM

Setup Time 4:30 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 8:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Russell Student Center Cafeteria

Who: SPS Groups Involved: Soccer team and families

Grade: 6___ 7___ 8___ 9___ 10___ 11___ 12___

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: _____

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

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

Equipment Needed: 6 rectangle tables 9 round tables + chairs
(i.e. table, chairs, electronic, technical, sound, etc.)
Podium, slide show screen

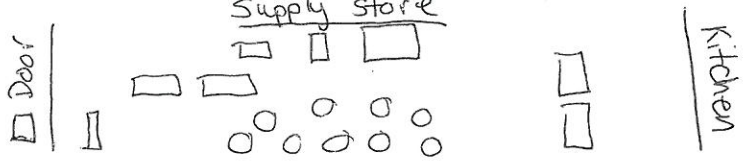
Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: Podium/screen/gift rectangle table up front by supply store. 2 rectangle tables for soccer players up front 2 rectangle tables on side (by kitchen) for food/drink, and round tables in center, 1 rectangle table for payment (see ~~back~~ below for diagram)

Documents to be Attached to file: _____

(2501480)

Events Coordinator LZ Trainor Director of Studies _____ IT Dept _____

Athletic Director _____ Maintenance _____ scanned___

Business Office _____ Coordinator(s) _____ attach.___