

table for drinks



Master Calendar Event Request

Today's Date 11/18/13 Requested by: NEOMA NEVILLE

Contact Phone Number: 503-5954 email: neoma.neville@yahoo.com

What: Name of Event: Faculty Appreciation Luncheon

Description of Event: _____

When: Start: 12/16/13 Time: 11 AM/PM

End: 12/16/13 Time: 1 AM/PM

Setup Time 9:30 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 1:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: COMMONS

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: _____

Total Number of Participants: Approx 100 faculty & admin staff

About: Departments: _____

Activity Type: _____

(i.e. Social event, Baseball, Soccer, chess club)

Event Type: LUNCH

(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 12 ROUND TABLES & 4 rectangular

(i.e. table, chairs, electronic, technical, sound, etc.)

tables 72 chairs (6 chairs/table)

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. _____