

Rec 11/15
Jan

SANDIA PREP

Master Calendar Event Request

Today's Date 11-15-13 Requested by: Rebyn Olona

Contact Phone Number: _____ email: lurolona@sandiacprep.org

What: Name of Event: 5 days of WLA
Description of Event: holiday Activities for ~~1000~~ students
run by WLA

When: Start: 12/10/13 Time: 9:30 AM/PM
12/12/13 End: 12/10/13 Time: 9:10 AM/PM
12/12/13 Setup Time 9 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 10 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Commons

Who: SPS Groups Involved: WLA

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

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: _____

Activity Type: _____

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

Event Type: _____

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

Equipment Needed: 8 round tables, 5 rectangular tables, 5 extension
(i.e. table, chairs, electronic, technical, sound, etc.) cords

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. _____