

SANDIA PREP

Master Calendar Event Request

Today's Date 11/22/13 Requested by: Paul Heath

Contact Phone Number: _____ email: _____

What: Name of Event: ABA Baseball Practice

Description of Event: _____

When: Start: 12/22/13 Time: 10:00 AM/PM 12/29/13

End: 1/1/14 Time: 2:00 AM/PM 1/5/14

Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)

Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Baseball Field

Who: SPS Groups Involved: _____

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: _____

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

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

Setup Instructions: None

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____