

Rec. 12/17

SANDIA PREP

Master Calendar Event Request

Today's Date 12/17/13 Requested by: Danielle Gunderson

Contact Phone Number: 338-3055 email: dgunderson@sandiaprep.org

What: Name of Event: Native American Night

Description of Event: _____

When: Start: 2/23/14 Time: 2:00 ~~AM~~/PM

End: 2/23/14 Time: 5:30 AM/~~PM~~

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

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

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: NASPA

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

Other Groups/Schools Involved: _____

Total Number of Participants: _____

About: Departments: NASPA

Activity Type: Information on Native American culture
(i.e. Social event, Baseball, Soccer, chess club)

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

15 tables,

Equipment Needed: Table, chairs, ~~podium~~ screen, sound podium
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: will provide map of layout

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies _____

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____