

Rec Dec 17

SANDIA PREP

Master Calendar Event Request

Today's Date 12/17/13 Requested by: Julie Cook

Contact Phone Number: 338-3022 email: jwcook@sandiaprep.org

What: Name of Event: Major Gifts Breakfast

Description of Event: Major Gifts Mtg re: Track

When: Start: 1/28/14 Time: 9:00 AM/PM

End: 1/28/14 Time: 9:00 AM/PM

1/27/14 Setup Time 5:00 AM/PM Depart Time _____ AM/PM (for trips)

Breakdown 10:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: SPS Dick Heath Boardroom

Who: SPS Groups Involved: Major Gifts Committee

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

Other Groups/Schools Involved: _____

Total Number of Participants: 12

About: Departments: Development

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

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

Equipment Needed: TBD
(i.e. table, chairs, electronic, technical, sound, etc.)

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. _____