

Rec 1/9

SANDIA PREP

Master Calendar Event Request

Today's Date 1/9/14 Requested by: Junior Class SGA
Contact Phone Number: _____ email: solson@sandiaprep.org

What: Name of Event: Winter Ball
Description of Event: Upper School Dance -> \$ 8.00

When: Start: 1/25/14 Time: 8 AM/PM
End: 1/25/14 Time: 11 AM/PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 11:00-11:45 AM/PM Return Time _____ AM/PM (for trips)

Set up 1/24 or 1/25 afternoon

Where: Locations of Event: Russel Student time

Who: SPS Groups Involved: High School
Grade: 6 _____ 7 _____ 8 _____ 9 10 11 12
Other Groups/Schools Involved: None
Total Number of Participants: 150-400

About: Departments: High School
Activity Type: Social Event
(i.e. Social event, Baseball, Soccer, chess club)
Event Type: Dance
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: Tables (10) ^{Round} Chairs (45) 3 Rectangle tables.
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: Lights off at 7:30 Lights on at 11:05
Speakers, lights

Documents to be Attached to file: _____

Events Coordinator Steve Olson Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) [Signature] attach _____