

Rec 10/7 sam

SANDIA PREP

Master Calendar Event Request

Today's Date 3.7.2013 Requested by: Mon Ann Garcia-Ward
Contact Phone Number: 5053385607 email: mgarcia@wpsd.org

What: Name of Event: La Chandeleur
Description of Event: Celebrate crepe day -

When: Start: 1/31/14 Time: 7:00 AM/PM
End: 1/31/14 Time: 3:30 AM/PM
Setup Time 7:00 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 3:30 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: commons -

Who: SPS Groups Involved: All French students / WLA -
Grade: 6 7 8 9 10 11 12
Other Groups/Schools Involved: _____

About: Total Number of Participants: 200
Departments: Modern Language Dept.
Activity Type: Cultural celebration - crepe DAY
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)
Equipment Needed: All round tables/chairs - 4 trays re-stayed tables - extension cords
(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. _____