

Rec 1/23

# SANDIA PREP

Conflicts? No  
Cleared w/ R. Cardist

## Master Calendar Event Request

Today's Date 01/23/2014 Requested by: Carlee Nelson (for WLA)

Contact Phone Number: 505-269-5420 email: lhanelson@sandiaprep.org

**What:** Name of Event: WLA Chinese New Year Celebration  
Description of Event: Eating Chinese food in the foyer outside the boardroom

**When:** Start: 01/30/2014 Time: 11:55 AM/PM  
End: 01/30/2014 Time: 12:40 AM/PM  
Setup Time 11:40 AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)  
Breakdown 12:50 AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

**Where:** Locations of Event: Foyer outside the boardroom in Russell Student Center

**Who:** SPS Groups Involved: WLA  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_  
Other Groups/Schools Involved: N/A

Total Number of Participants: 48  
**About:** Departments: Language  
Activity Type: Social event -> eating food  
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: meeting  
(i.e. assembly, game, practice, meeting, dance)  
Equipment Needed: 6 tables<sup>(round)</sup> with 8 chairs on each  
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: Need six tables with eight chairs around each. Round tables.

Documents to be Attached to file: \_\_\_\_\_

Events Coordinator \_\_\_\_\_  
Athletic Director \_\_\_\_\_  
Business Office \_\_\_\_\_

Director of Studies \_\_\_\_\_  
Maintenance \_\_\_\_\_  
Coordinator(s) \_\_\_\_\_

IT Dept \_\_\_\_\_  
scanned \_\_\_\_\_  
attach. \_\_\_\_\_