

SANDIA  PREP

Rec 1/25
Update
2/4/14

Master Calendar Event Request

Today's Date 1-18-13 Requested by: Susi Hochrein

Contact Phone Number: 453-0719 email: shochrein@sandiaprep.org

What: Name of Event: Mid-School Valentine's Dance

Description of Event: Grades 6th-8th Dance with DJ

When: Start: 2/8/13 Time: 6:30 AM/PM @

2/14/14 End: 2/8/13 Time: 8:30 AM/PM @

Setup Time 4:00 AM/PM Depart Time 6:00 AM/PM (for trips)

Breakdown 8:30 AM/PM Return Time 9:00 AM/PM (for trips)

Where: Locations of Event: Russell Student Center

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: None

Total Number of Participants: _____

About: Departments: _____

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

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

* Equipment Needed: 4 ^{round} tables, 50 chairs, 3 rectangular tables, microphone, B-52 speakers, extension cable, small risers, outlet strip
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: _____
- 4 tables to be placed on the outside perimeter of the room, DJ set-up on the east wall

Documents to be Attached to file: - 2 rectangular tables placed by the windows - 1 rectangular table placed at entrance of Student Center.

Events Coordinator _____ Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____