Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date	Area		Status	Event	Contact	Start Time	Setup Begin Time
Schedule ID	Location		Organization		Day-Time Phone	End Time	Setup End Time
Zone	Building		Room				
2/21/2016	Auditorium		Approved	First Landing Dance	Jennifer Hazelwood	9:00AM	9:00AM
4482	Cape Henry Colle	egiate	First Landing Dance Cente	r Center		3:00PM	3:00PM
	Everett Hall		Everett Hall E-PFA (The Perry Family Auditorium)				
2/21/2016	Basketball Court		Approved	Beach FC indoor	Mark Waite	9:30AM	9:30AM
4709	Cape Henry Colle	egiate	Beach FC soccer			3:00PM	3:00PM
	Alfred T. Taylor F	ïeld House	Alfred T. Taylor Field House G01 (Napolitano Family Gymnasium)				
2/21/2016	Basketball Court		Approved	Beach FC indoor	Mark Waite	9:30AM	9:30AM
4709	Cape Henry Colle	egiate	Beach FC soccer			3:00PM	3:00PM
	Alfred T. Taylor F	_	Alfred T. Taylor Field House G02 (Gym 2)				
2/21/2016	Basketball Court		Approved	Beach FC indoor	Mark Waite	9:30AM	9:30AM
4709	Cape Henry Colle	egiate	Beach FC soccer			3:00PM	3:00PM
	Alfred T. Taylor Field House		Alfred T. Taylor Field House G03 (Gym 3)				
2/21/2016	Library		Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Colle	egiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library		The Perry Library L101 (Boyd Room)	Scherrer			
2/22/2016	Auditorium		Approved	Theater and Dance	Stephanie Fluharty	7:00AM	7:00AM
3170	Cape Henry Colle	egiate	Cape Henry Collegiate	Showcase Rehearsal	7577150962	10:00PM	10:00PM
	Everett Hall		Everett Hall E-PFA (The Perry Family Auditorium)	Kenearsai			
2/22/2016	Meeting Room		Approved	Interview Day	Lesley OBrien	7:30AM	7:30AM
4815	Cape Henry Colle	egiate	Cape Henry Collegiate			2:30PM	2:30PM
	The Sims Lower S	School	The Sims Lower School LS 200 (Freeman Room)				
Setup Requirements: Craft Catering		C	<b>Description</b> Coffee, bottled water, and a few snacks in a basket such as banana, granola bar, crackers				
2/22/2016	Cafeteria		Approved	Applicant Welcome	Lesley OBrien	7:30AM	7:00AM
4816	Cape Henry Colle	egiate	Cape Henry Collegiate			8:00AM	8:15AM
	Café Dolphin		Café Dolphin C02 (Café Bistro)				
Setup F	Requirements:	Craft Catering		escription offee please			
2/22/2016	Library	Catoring	Canceled	English 11 - Self	Leanne Self	8:15AM	8:15AM
4801	Cape Henry Colle	egiate	Cape Henry Collegiate	-		9:15AM	9:15AM
	The Perry Library	-	The Perry Library L102 (Computer Lab)				
Setup F	Requirements:	Craft Audio/Visu		escription oward on 2/22			

2/25/2016 4:02:48 PM Page 1 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID		Status Organization	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
Zone	Building	Room				
2/22/2016	Meeting Room	Approved	Junior Free Bell 1 Meeting	Brenda Stone	8:30AM	8:30AM
4159	Cape Henry Collegiate Founders Hall	Cape Henry Collegiate Founders Hall FCCR (College Conference Roc	, and the second	757-963-8223	9:15AM	9:15AM
2/22/2016	Library	Approved	Writing	Casey Scherrer	9:30AM	9:30AM
3577	Cape Henry Collegiate	Cape Henry Collegiate	Lab/Humanities - C.		10:15AM	10:15AM
	The Perry Library	The Perry Library L101 (Boyd Room)	Scherrer			
2/22/2016	Library	Approved	Drama (Howard)	Tina Howard	9:30AM	9:30AM
4852	Cape Henry Collegiate	Cape Henry Collegiate	,		10:15AM	10:15AM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/22/2016	Cafeteria	Canceled	Woman2Women	Kathleen Sharp	10:00AM	10:00AM
4018	Cape Henry Collegiate	Cape Henry Collegiate	Speaker Series	·	11:45AM	11:45AM
	Café Dolphin	Café Dolphin C02 (Café Bistro)				
Setup F	Requirements: Craft Catering		<b>Description</b> email dtd 1/8 - packaged to minimize cost.	snacks available for th	nese events	
2/22/2016	Meeting Room	Approved	Dev Dept Mtg	Lesley OBrien	10:00AM	10:00AM
4412	Cape Henry Collegiate	Cape Henry Collegiate			11:00AM	11:00AM
	Development Suite	Development Suite D00 (Development Conference Room)	ce			
2/22/2016	Library	Canceled	Guest Speaker - 8th	Kathleen Sharp	10:15AM	9:45AM
4809	Cape Henry Collegiate	Cape Henry Collegiate	& 11th Girls - Sharp	·	11:30AM	11:45AM
	The Perry Library	The Perry Library L100 (Main Library)				
Setup F	Requirements: Craft		Description			
	Event Setu	ab	Need 30 white folding chalibrary, facing counter. No pod tables. All other chail (total of 65).	eed to temporarily mo	ve two round	
2/22/2016	Auditorium	Approved	Upper School	Gloria Speight	10:30AM	10:30AM
3459	Cape Henry Collegiate	Cape Henry Collegiate	Assembly	757-963-8213	11:30AM	11:30AM
	The Sparks Science Center	The Sparks Science Center ST200 (Dreyfus Family Auditorium)				
2/22/2016	Library	Canceled	Writing	Casey Scherrer	10:30AM	10:30AM
3578	Cape Henry Collegiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library	The Perry Library L102 (Computer Lab)	Scherrer			
2/22/2016	Library	Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Collegiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library	The Perry Library L101 (Boyd Room)	Scherrer			

2/25/2016 4:02:48 PM Page 2 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	(	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/22/2016	Library		Approved	Writing	Tina Howard	10:30AM	10:30AM
4656	Cape Henry Collegia The Perry Library	ate (	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Lab/Humanities - C. Scherrer		11:15AM	11:15AM
2/22/2016	Auditorium		Approved	Tech Class	Stephanie Fluharty	11:30AM	11:30AM
3141	Cape Henry Collegia Everett Hall	1	Cape Henry Collegiate Everett Hall E-PFA (The Perry Family Auditorium)		7577150962	12:30PM	12:30PM
2/22/2016	Meeting Room		Approved	Junior Free Bell 5	Brenda Stone	11:30AM	11:30AM
4188	Cape Henry Collegia Founders Hall	1	Cape Henry Collegiate Founders Hall FCCR (College Conference Roo	Meeting m)	757-963-8223	12:15PM	12:15PM
2/22/2016	Meeting Room		Approved	403(B) Committee	Linda Wingenbach	1:00PM	1:00PM
4356	Cape Henry Collegia Everett Hall	ate (	 Cape Henry Collegiate Everett Hall E-BRD (Boar	RFP Interviews	S .	5:00PM	5:30PM
Setup R	(	Craft Catering Audio/Visual		<b>Description</b> Coffee and spa water plea a/v support for power poir Annette she will have a fla	nt presentation is need	led per	
2/22/2016	Library		Approved	English - Kisa	Tina Howard	1:30PM	1:30PM
4834	Cape Henry Collegia The Perry Library	-	Cape Henry Collegiate The Perry Library L101 (Boyd Room)			2:15PM	2:15PM
2/22/2016	Cafeteria		Approved	Middle School Study	Jack Effner	2:15PM	2:15PM
3820	Cape Henry Collegia Café Dolphin	(	Cape Henry Collegiate Café Dolphin C02 (Café Bistro)	Hall		3:30PM	3:30PM
2/22/2016	Auditorium		Approved	Eastern Virginia	Valetta Fellenbaum	2:30PM	2:00PM
4597	Cape Henry Collegia Everett Hall	1	Cape Henry Collegiate Everett Hall E-PFA (The Perry Family Auditorium)	Brass concert	481-9478	3:15PM	3:30PM
2/22/2016	Library		Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Collegia The Perry Library	-	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Forensics - Howard & Desai		4:15PM	4:15PM
2/22/2016	Library		Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Collegia The Perry Library	-	Cape Henry Collegiate The Perry Library L102 (Computer Lab)	Forensics - Howard & Desai		4:15PM	4:15PM
2/22/2016	Athletic Field		Approved	After School	Charlie Lonergan	3:15PM	3:15PM
4414	Cape Henry Collegia Playing Fields		 Cape Henry Collegiate Playing Fields Baseball F	Programs ield	-	4:45PM	4:45PM

2/25/2016 4:02:48 PM Page 3 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/22/2016 4414	Classroom Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall E20	After School Programs	Charlie Lonergan	3:15PM 4:45PM	3:15PM 4:45PM
2/22/2016 4414	Library Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School LS 201 (Grade 4 and 5 Library)	After School Programs	Charlie Lonergan	3:15PM 4:45PM	3:15PM 4:45PM
2/22/2016 3412	Athletic Field Cape Henry Collegiate Playing Fields	Approved Cape Henry Collegiate Playing Fields Auxillary Field #5	Spring Varsity Sports Start Date	Beverly Cheniae 757-963-8273	3:30PM 6:00PM	3:15PM 6:15PM
2/22/2016 3412	Athletic Field Cape Henry Collegiate Playing Fields	Approved Cape Henry Collegiate Playing Fields Baseball Field	Spring Varsity Sports Start Date	Beverly Cheniae 757-963-8273	3:30PM 6:00PM	3:15PM 6:15PM
2/22/2016 3412	Athletic Field Cape Henry Collegiate Playing Fields	Approved Cape Henry Collegiate Playing Fields Field #1 (Trinder)	Spring Varsity Sports Start Date	Beverly Cheniae 757-963-8273	3:30PM 6:00PM	3:15PM 6:15PM
2/22/2016 3412	Athletic Field Cape Henry Collegiate Playing Fields	Approved Cape Henry Collegiate Playing Fields Field #2	Spring Varsity Sports Start Date	Beverly Cheniae 757-963-8273	3:30PM 6:00PM	3:15PM 6:15PM
2/22/2016 4602	Meeting Room Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School LS 200 (Freeman Room)	MAT Testing	Debbie Sanders 7579638232	3:30PM 7:30PM	3:30PM 7:30PM
2/22/2016 4817	Library Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School LS 101 (PK-Grade 3 Library)	Meet the Candidate	Lesley OBrien	3:30PM 4:15PM	3:30PM 4:15PM
2/22/2016 4465	Basketball Court Cape Henry Collegiate Alfred T. Taylor Field House	Approved Outbreak Volleyball Alfred T. Taylor Field House G01 (Napolitano Family Gymnasium)	Outbreak Volleyball	Keith Betts	7:00PM 9:00PM	7:00PM 9:00PM
2/22/2016 4465	Basketball Court Cape Henry Collegiate Alfred T. Taylor Field House	Approved Outbreak Volleyball Alfred T. Taylor Field House G02 (Gym 2)	Outbreak Volleyball	Keith Betts	7:00PM 9:00PM	7:00PM 9:00PM
2/22/2016 4465	Basketball Court Cape Henry Collegiate Alfred T. Taylor Field House	Approved Outbreak Volleyball Alfred T. Taylor Field House G03 (Gym 3)	Outbreak Volleyball	Keith Betts	7:00PM 9:00PM	7:00PM 9:00PM

2/25/2016 4:02:48 PM Page 4 of 18

2/23/2016 Auditorium <u>317</u>0 Cape Henry Collegiate

Approved Cape Henry Collegiate Event Galendar Report E-PFA (The Perry Family Auditorium) Theater and Dance Showcase Rehearsal

Stephanie Fluharty 7577150962

7:00AM 10:00PM

7:00AM 10:00PM

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID	Area Location		Status Organization	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
Zone	Building		Room		bay Time Thone	Liid Tiille	Setup Life Time
2/23/2016	Cafeteria		Approved	Lower School	Linda Bawcom	7:30AM	7:30AM
3238	Cape Henry Coll Café Dolphin	legiate	Cape Henry Collegiate Café Dolphin C01 (Café Dolphin)	Before School Gathering	1252	12:00AM	8:15AM
2/23/2016	Cafeteria		Canceled	Lower School	Linda Bawcom	7:30AM	7:30AM
3239	Cape Henry Coll Café Dolphin	egiate	Cape Henry Collegiate Café Dolphin C01 (Café Dolphin)	Before School Gathering	1252	8:15AM	8:15AM
2/23/2016	Meeting Room		Approved	BOT Finance	Lisa Edenfield	8:00AM	8:00AM
3363	Cape Henry Coll	egiate	Cape Henry Collegiate	Committee Meeting		9:30AM	9:30AM
	Everett Hall		Everett Hall E-BRD (Board Room)				
Setup F	Requirements:	Craft Catering		scription ffee/Spa Water			
2/23/2016	Library	Odtering	Approved	Writing	Casey Scherrer	8:30AM	8:30AM
3579	Cape Henry Coll	egiate	Cape Henry Collegiate	Lab/Humanities - C.		9:15AM	9:15AM
	The Perry Librar	у	The Perry Library L101 (Boyd Room)	Scherrer			
2/23/2016	Meeting Room		Canceled	Junior Free Bell 2	Brenda Stone	8:30AM	8:30AM
4165	Cape Henry Coll	egiate	Cape Henry Collegiate	Meeting	757-963-8223	9:15AM	9:15AM
	Founders Hall		Founders Hall FCCR (College Conference Room)				
2/23/2016	Library		Approved	Writing	Casey Scherrer	9:30AM	9:30AM
3577	Cape Henry Coll	egiate	Cape Henry Collegiate	Lab/Humanities - C.		10:15AM	10:15AM
	The Perry Librar	у	The Perry Library L101 (Boyd Room)	Scherrer			
2/23/2016	Meeting Room		Approved	Junior Free Bell 2	Brenda Stone	9:30AM	9:30AM
4165	Cape Henry Coll	egiate	Cape Henry Collegiate	Meeting	757-963-8223	10:15AM	10:15AM
	Founders Hall		Founders Hall FCCR (College Conference Room)				
2/23/2016	Library		Approved	Drama (Howard)	Tina Howard	9:30AM	9:30AM
4852	Cape Henry Coll	egiate	Cape Henry Collegiate			10:15AM	10:15AM
	The Perry Librar	у	The Perry Library L102 (Computer Lab)				
2/23/2016	Auditorium		Approved	Middle School	Amanda Hayes	10:30AM	10:30AM
3463	Cape Henry Coll	egiate	Cape Henry Collegiate	Assembly		11:30AM	11:30AM
	The Sparks Scie	nce Center	The Sparks Science Center ST200 (Dreyfus Family Auditorium)				
2/23/2016	Library		Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Coll The Perry Librar	_	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Lab/Humanities - C. Scherrer		11:15AM	11:15AM

Page 5 of 18 2/25/2016 4:02:48 PM

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date	Area		Status	Event	Contact	Start Time	<b>Setup Begin Time</b>
Schedule ID	Location		Organization		Day-Time Phone	End Time	Setup End Time
Zone	Building		Room				
2/23/2016	Cafeteria		Approved	Lower School	Linda Bawcom	11:15AM	11:15AM
3256	Cape Henry Colle	egiate	Cape Henry Collegiate	Parents Lunch	1252	12:15PM	12:15PM
	Café Dolphin		Café Dolphin C01 (Café Dolphin)				
Setup R	Requirements:	<b>Craft</b> Catering		<b>Description</b> approx. 50 parents attend	ing LS lunch		
2/23/2016	Cafeteria		Approved	Lower School	Linda Bawcom	11:15AM	11:15AM
3256	Cape Henry Colle	egiate	Cape Henry Collegiate	Parents Lunch	1252	12:15PM	12:15PM
	Café Dolphin		Café Dolphin C02 (Café Bistro)				
Setup R	Requirements:	Craft Catering		<b>Description</b> approx. 50 parents attend	ing LS lunch		
2/23/2016	Auditorium		Approved	Tech Class	Stephanie Fluharty	11:30AM	11:30AM
3141	Cape Henry Colle	egiate	Cape Henry Collegiate		7577150962	12:30PM	12:30PM
	Everett Hall		Everett Hall E-PFA (The Perry Family Auditorium)				
2/23/2016	Library		Approved	English - Sharp	Kathleen Sharp	11:30AM	11:30AM
4842	Cape Henry Colle	egiate	Cape Henry Collegiate			12:30PM	12:30PM
	The Perry Library	/	The Perry Library L102 (Computer Lab)				
2/23/2016	Meeting Room		Approved	Junior Free Bell 6	Brenda Stone	1:00PM	1:00PM
4194	Cape Henry Colle	egiate	Cape Henry Collegiate	Meeting	757-963-8223	1:45PM	1:45PM
	Founders Hall		Founders Hall FCCR (College Conference Roo	om)			
2/23/2016	Library		Approved	English 9 research	Kerry Kisa	1:00PM	1:00PM
4615	Cape Henry Colle	egiate	Cape Henry Collegiate	paper - Kisa		2:00PM	2:00PM
	The Perry Library	/	The Perry Library L101 (Boyd Room)				
2/23/2016	Library		Approved	English - Sharp	Kathleen Sharp	1:30PM	1:30PM
4842	Cape Henry Colle	egiate	Cape Henry Collegiate			2:15PM	2:15PM
	The Perry Library	/	The Perry Library L102 (Computer Lab)				
2/23/2016	Library		Canceled	English AP11 - Self	Leanne Self	2:00PM	2:00PM
4802	Cape Henry Colle	egiate	Cape Henry Collegiate			2:45PM	2:45PM
	The Perry Library	/	The Perry Library L102 (Computer Lab)				
Setup R	Requirements:	Craft Audio/Visu	al	<b>Description</b> Howard			
2/23/2016	Cafeteria	Addio/ VISU	Approved	Middle School Study	Jack Effner	2:15PM	2:15PM
3820	Cape Henry Colle	egiate	Cape Henry Collegiate	Hall		3:30PM	3:30PM
	Café Dolphin		Café Dolphin C02 (Café Bistro)				
2/23/2016	Meeting Room		Approved	Junior No Free Bell	Brenda Stone	2:45PM	2:45PM
4209	Cape Henry Colle	egiate	Cape Henry Collegiate	Manting	757-963-8223	3:15PM	3:15PM
	Founders Hall		Founders Hall FCCR (College Conference Roo	om)			

2/25/2016 4:02:48 PM Page 6 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/23/2016	Auditorium	Approved	Dolphin Tank	Becky Schnekser	3:00PM	3:00PM
4786	Cape Henry Collegiate The Sparks Science Center	Cape Henry Collegiate The Sparks Science Center ST200 (Dreyfus Family Auditorium)	Coaching Sessions	7576196637	4:00PM	4:00PM
Setup F	Requirements: Craft Audio/Visua	De l nee	escription ed projector, screen, ar ditorium	nd laptop hookup at fro	ont of	
2/23/2016	Library	Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Forensics - Howard & Desai		4:15PM	4:15PM
2/23/2016	Library	Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)	Forensics - Howard & Desai		4:15PM	4:15PM
2/23/2016	Classroom	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4415	Cape Henry Collegiate The Sims Lower School	Cape Henry Collegiate The Sims Lower School LS 116	Programs	J	4:30PM	4:30PM
2/23/2016	Classroom	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4415	Cape Henry Collegiate The Sims Lower School	Cape Henry Collegiate The Sims Lower School LS 118	Programs	·	4:30PM	4:30PM
2/23/2016	Classroom	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4415	Cape Henry Collegiate The Sims Lower School	Cape Henry Collegiate The Sims Lower School LS 210	Programs		4:30PM	4:30PM
2/23/2016	Classroom	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4415	Cape Henry Collegiate The Sims Lower School	Cape Henry Collegiate The Sims Lower School LS 214	Programs	ŭ	4:30PM	4:30PM
2/23/2016	Classroom	Approved	First Landing Dance	Jennifer Hazelwood	5:30PM	5:30PM
4665	Cape Henry Collegiate The Hirschbiel Center for the A	First Landing Dance Center The Hirschbiel Center for the Arts A10	Center		9:30PM	9:30PM
2/23/2016	Classroom	Approved	First Landing Dance	Jennifer Hazelwood	5:30PM	5:30PM
4665	Cape Henry Collegiate Everett Hall	First Landing Dance Center Everett Hall E20	Center		9:30PM	9:30PM
2/24/2016	Cafeteria	Approved	Lower School	Linda Bawcom	12:00AM	7:30AM
3238	Cape Henry Collegiate Café Dolphin	Cape Henry Collegiate Café Dolphin C01 (Café Dolphin)	Before School Gathering	1252	12:00AM	8:15AM

2/25/2016 4:02:48 PM Page 7 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date	Area	Status	Event	Contact	Start Time	Setup Begin Time
Schedule ID	Location	Organization		<b>Day-Time Phone</b>	<b>End Time</b>	Setup End Time
Zone	Building	Room				
2/24/2016	Auditorium	Approved	Theater and Dance	Stephanie Fluharty	7:00AM	7:00AM
3170	Cape Henry Collegiate Everett Hall	Cape Henry Collegiate Everett Hall E-PFA (The Perry Family Auditorium)	Showcase Rehearsal	7577150962	10:00PM	10:00PM
2/24/2016	Cafeteria	Canceled	Lower School	Linda Bawcom	7:30AM	7:30AM
3239	Cape Henry Collegiate Café Dolphin	Cape Henry Collegiate Café Dolphin C01 (Café Dolphin)	Before School Gathering	1252	8:15AM	8:15AM
2/24/2016	Meeting Room	Approved	HOF Meeting	Kristen Wheeler	8:00AM	8:00AM
4735	Cape Henry Collegiate	Cape Henry Collegiate	J	757 963 8208	11:00AM	11:00AM
	Development Suite	Development Suite D00 (Development Conference Room)				
2/24/2016	Library	Approved	Bell 1 Writing - Koeze	Hugh Koeze	8:15AM	8:15AM
4522	Cape Henry Collegiate	Cape Henry Collegiate	•	4084756393	9:15AM	9:15AM
	The Perry Library	The Perry Library L101 (Boyd Room)				
2/24/2016	Library	Canceled	English 11 - Self	Leanne Self	8:15AM	8:15AM
4801	Cape Henry Collegiate	Cape Henry Collegiate			9:15AM	9:15AM
	The Perry Library The Perry Library L102 (Computer Lab)					
Setup R	Requirements: Craft Audio/Visu		escription oward on 2/22			
2/24/2016	Library	Approved	Writing	Casey Scherrer	9:30AM	9:30AM
3577	Cape Henry Collegiate	Cape Henry Collegiate	Lab/Humanities - C.		10:15AM	10:15AM
	The Perry Library	The Perry Library L101 (Boyd Room)	Scherrer			
2/24/2016	Library	Approved	Bell 2 Research &	Hugh Koeze	9:30AM	9:30AM
4471	Cape Henry Collegiate	Cape Henry Collegiate	Writing - Koeze		10:30AM	10:30AM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/24/2016	Meeting Room	Approved	Distinguished	Lisa Edenfield	10:00AM	9:30AM
4830	Cape Henry Collegiate	Cape Henry Collegiate	Speaker Series -		11:00AM	11:15AM
	Everett Hall	Everett Hall E-BRD (Board Room)	Alan Gross			
Setup R	Requirements: Craft		<b>escription</b> offee and Spa Water and	Muffing for 15		
2/24/2016	Catering Library	Canceled	Writing	Casey Scherrer	10:30AM	10:30AM
3578	Cape Henry Collegiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library	The Perry Library L102 (Computer Lab)	Scherrer			
2/24/2016	Meeting Room	Approved	Junior Free Bell 3	Brenda Stone	10:30AM	10:30AM
4176	Cape Henry Collegiate	Cape Henry Collegiate	Meeting	757-963-8223	11:15AM	11:15AM
	Founders Hall	Founders Hall FCCR (College Conference Room)				

2/25/2016 4:02:48 PM Page 8 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/24/2016	Library	Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Lab/Humanities - C. Scherrer		11:15AM	11:15AM
2/24/2016	Library	Approved	Writing	Tina Howard	10:30AM	10:30AM
4656	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Lab/Humanities - C. Scherrer		11:15AM	11:15AM
2/24/2016	Library	Canceled	English AP11 - Self	Leanne Self	10:30AM	10:30AM
4803	Cape Henry Collegiate	Cape Henry Collegiate	3		11:30AM	11:30AM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/24/2016	Auditorium	Approved	Tech Class	Stephanie Fluharty	11:30AM	11:30AM
3141	Cape Henry Collegiate	Cape Henry Collegiate		7577150962		12:30PM
	Everett Hall	Everett Hall E-PFA (The Perry Family Auditorium)				
2/24/2016	Library	Approved	English - Sharp	Kathleen Sharp	11:30AM	11:30AM
4842	Cape Henry Collegiate	Cape Henry Collegiate			12:30PM	12:30PM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/24/2016	Meeting Room	Approved	Charlies Farewell	Lisa Edenfield	12:00PM	12:00PM
4813	Cape Henry Collegiate	Cape Henry Collegiate	Luncheon		12:45PM	12:45PM
	Everett Hall	Everett Hall E-BRD (Board Room)				
Setup F	Requirements: Craft	,	escription			
0/04/0040	Catering		incheon for 23 people	Kathlaan Oham	4:00DM	4.000
2/24/2016	Library	Approved	English - Sharp	Kathleen Sharp	1:30PM	1:30PM
4842	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)			2:15PM	2:15PM
2/24/2016	Library	Approved	English 9 research	Kerry Kisa	2:30PM	2:30PM
4615	Cape Henry Collegiate	Cape Henry Collegiate	paper - Kisa		3:15PM	3:15PM
	The Perry Library	The Perry Library L101 (Boyd Room)				
2/24/2016	Library	Approved	English - Koeze	Hugh Koeze	2:30PM	2:30PM
4869	Cape Henry Collegiate	Cape Henry Collegiate	-	-	3:15PM	3:15PM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/24/2016		Approved	CHPA SweetFrog	CHPA CHPA	3:00PM	3:00PM
4769	Cape Henry Collegiate	Cape Henry Collegiate	Fundraiser		9:30PM	9:30PM
	Off Campus Locations	Off Campus Locations Other Location Off Campus				

2/25/2016 4:02:48 PM Page 9 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date	Area		Status	Event	Contact	Start Time	Setup Begin Time
Schedule ID	Location		Organization		Day-Time Phone	<b>End Time</b>	Setup End Time
Zone	Building		Room				
2/24/2016	Auditorium		Approved	Dolphin Tank	Becky Schnekser	3:00PM	3:00PM
4786	Cape Henry Colle	egiate	Cape Henry Collegiate	Coaching Sessions	7576196637	4:00PM	4:00PM
	The Sparks Scien	nce Center	The Sparks Science Center ST200 (Dreyfus Family Auditorium)				
Setup F	Requirements:	Craft Audio/Visua	al	<b>Description</b> need projector, screen, and auditorium	nd laptop hookup at fro	ont of	
2/24/2016	Library		Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Colle	egiate	Cape Henry Collegiate	Forensics - Howard		4:15PM	4:15PM
	The Perry Library	_	The Perry Library L101 (Boyd Room)	& Desai			
2/24/2016	Library		Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Colle	egiate	Cape Henry Collegiate	Forensics - Howard		4:15PM	4:15PM
	The Perry Library	,	The Perry Library L102 (Computer Lab)	& Desai			
2/24/2016	Classroom		Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4416	Cape Henry Colle	egiate	Cape Henry Collegiate	Programs		4:45PM	4:45PM
	The Hirschbiel Co	enter for the A	The Hirschbiel Center for the Arts A11				
2/24/2016	Classroom		Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4416	Cape Henry Colle	egiate	Cape Henry Collegiate	Programs	_	4:45PM	4:45PM
	The Sims Lower	School	The Sims Lower School L	S			
2/24/2016	Cafeteria		Approved	Flag Football	Charlie Lonergan	3:30PM	3:30PM
4863	Cape Henry Colle	egiate	Cape Henry Collegiate			4:30PM	4:30PM
	Café Dolphin		Café Dolphin C02 (Café Bistro)				
Setup F	Requirements:	Craft Audio/Visua		<b>Description</b> We will use the projector	and sound system.		
2/24/2016	Meeting Room	7 (0.0.0, 7.10.0.	Approved	Alumni Phone-a-thon	•	6:00PM	6:00PM
4746	Cape Henry Colle	egiate	Cape Henry Collegiate			8:00PM	8:00PM
	Development Sui	te	Development Suite D00 (Development Conference Room)	Э			
2/24/2016	Auditorium		Approved	Winter Theater and	Stephanie Fluharty	7:00PM	3:30PM
3171	Cape Henry Colle	egiate	Cape Henry Collegiate	Dance Showcase	7577150962	9:00PM	10:00PM
	Everett Hall		Everett Hall E-PFA (The Perry Family Auditorium)				
2/24/2016	Basketball Court		Approved	Outbreak Volleyball	Keith Betts	7:00PM	7:00PM
4465	Cape Henry Colle	egiate	Outbreak Volleyball	-		9:00PM	9:00PM
	Alfred T. Taylor F	ield House	Alfred T. Taylor Field House G01 (Napolitano Family Gymnasium)				
2/24/2016	Basketball Court		Approved	Outbreak Volleyball	Keith Betts	7:00PM	7:00PM
4465	Cape Henry Colle	egiate	Outbreak Volleyball			9:00PM	9:00PM
	Alfred T. Taylor F	_	Alfred T. Taylor Field House G02 (Gym 2)				
2/25/2016 1:00	0: 40 DM						Dogg 10 of 10

2/25/2016 4:02:49 PM Page 10 of 18

2/24/2016Basketball CourtApprovedOutbreak VolleyballKeith Betts7:00PM7:00PM4465Cape Henry CollegiateOutbreak Volleyball9:00PM9:00PM

Event a lendar Seport Vor Field House G03 (Gym 3)

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID	Area Location		Status Organization	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
Zone	Building		Room				
2/25/2016	Cafeteria		Approved	Lower School	Linda Bawcom	12:00AM	7:30AM
3238	Cape Henry Coll Café Dolphin	egiate	Cape Henry Collegiate Café Dolphin C01 (Café Dolphin)	Before School Gathering	1252	12:00AM	8:15AM
2/25/2016	Auditorium		Approved	Theater and Dance	Stephanie Fluharty	7:00AM	7:00AM
3170	Cape Henry Coll Everett Hall	legiate	Cape Henry Collegiate Everett Hall E-PFA (The Perry Family Auditorium)	Showcase Rehearsal	7577150962	10:00PM	10:00PM
2/25/2016	Cafeteria		Canceled	Lower School	Linda Bawcom	7:30AM	7:30AM
3239	Cape Henry Coll Café Dolphin	legiate	Cape Henry Collegiate Café Dolphin C01 (Café Dolphin)	Before School Gathering	1252	8:15AM	8:15AM
2/25/2016	Meeting Room		Approved	BOT Full Board	Lisa Edenfield	8:00AM	8:00AM
3364	Cape Henry Coll Everett Hall	egiate	Cape Henry Collegiate Everett Hall E-BRD (Boa Room)	Meeting ard		9:30AM	9:30AM
Setup F	Requirements:	Craft Catering		<b>Description</b> Coffee/Spa Water			
2/25/2016	Library	Catering	Canceled	Parent Book Club	Debbie White	8:15AM	8:00AM
3769	Cape Henry Coll	egiate	Cape Henry Collegiate			9:15AM	9:30AM
	The Perry Librar	у	The Perry Library L102 (Computer Lab)				
Setup F	Requirements:	Craft Catering		<b>Description</b> coffee setup			
2/25/2016	Library	Odtoring	Approved	Bell 1 Writing - Koeze	Hugh Koeze	8:15AM	8:15AM
4523	Cape Henry Coll	egiate	Cape Henry Collegiate		4084756393	9:15AM	9:15AM
	The Perry Librar	у	The Perry Library L101 (Boyd Room)				
2/25/2016	Library		Approved	English 11 - Self	Leanne Self	8:15AM	8:15AM
4801	Cape Henry Coll	egiate	Cape Henry Collegiate			9:15AM	9:15AM
	The Perry Librar	у	The Perry Library L102 (Computer Lab)				
Setup F	Requirements:	Craft Audio/Visu	al	<b>Description</b> Howard on 2/22			
2/25/2016		Addio/ Visu	Approved	Model UN	Brain Facemire	8:30AM	8:30AM
4589	Cape Henry Coll	egiate	Cape Henry Collegiate		4812446	11:30PM	11:30PM
	Off Campus Loc	_	Off Campus Locations Other Location Off Campus	n			
Setup F	Requirements:	Craft	•	Description			
2/25/2016	Meeting Room	Catering	Canceled	box lunches needed Junior Free Bell 7	Brenda Stone	9:30AM	9:30AM
4200	Cape Henry Coll	egiate	Cape Henry Collegiate	Meeting	757-963-8223	10:15AM	10:15AM
1200	Founders Hall	ogiato	Founders Hall FCCR (College Conference Roo	om)	707 000 0220	10.10/ 111	10.10/1111
2/25/2016	Meeting Room		Approved	Junior Free Bell 7	Brenda Stone	9:30AM	9:30AM
4200	Cape Henry Coll	egiate	Cape Henry Collegiate	Meeting	757-963-8223	10:15AM	10:15AM
	Founders Hall		Founders Hall FCCR (College Conference Roo	om)			

2/25/2016 4:02:49 PM Page 11 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/25/2016	Library	Approved	English - Sharp	Kathleen Sharp	9:30AM	9:30AM
4842	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)			10:15AM	10:15AM
2/25/2016	Library	Canceled	Writing	Casey Scherrer	10:30AM	10:30AM
3578	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)	Lab/Humanities - C. Scherrer		11:15AM	11:15AM
2/25/2016	Library	Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Collegiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library	The Perry Library L101 (Boyd Room)	Scherrer			
2/25/2016	Library	Approved	Writing	Tina Howard	10:30AM	10:30AM
4656	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Lab/Humanities - C. Scherrer		11:15AM	11:15AM
2/25/2016	Library	Approved	English AP11 - Self	Leanne Self	10:30AM	10:30AM
4803	Cape Henry Collegiate	Cape Henry Collegiate	English Al TT Och	Learnie den	11:30AM	11:30AM
4000	The Perry Library	The Perry Library L102 (Computer Lab)			11.50/41	11.30/101
2/25/2016	Library	Approved	Bell 4 Research and	Hugh Koeze	11:15AM	11:15AM
4472	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Writing - Koeze	4084756393	12:30PM	12:30PM
2/25/2016	Auditorium	Approved	Tech Class	Stephanie Fluharty	11:30AM	11:30AM
3141	Cape Henry Collegiate Everett Hall	Cape Henry Collegiate Everett Hall E-PFA (The Perry Family Auditorium)		7577150962	12:30PM	12:30PM
2/25/2016	Meeting Room	Approved	Junior Free Bell 4	Brenda Stone	11:30AM	11:30AM
4182	Cape Henry Collegiate Founders Hall	Cape Henry Collegiate Founders Hall FCCR (College Conference Room)	Meeting	757-963-8223	12:15PM	12:15PM
2/25/2016	Library	Approved	English - Sharp	Kathleen Sharp	11:30AM	11:30AM
4842	Cape Henry Collegiate	Cape Henry Collegiate	•		12:30PM	12:30PM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/25/2016		Approved	Grade 7 Field Trip -	Karen Mason	1:00PM	1:00PM
4531	Cape Henry Collegiate Off Campus Locations	Cape Henry Collegiate Off Campus Locations Other Location Off Campus	Equi Kids	4812446	3:15PM	3:15PM

2/25/2016 4:02:49 PM Page 12 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/25/2016	Library	Approved	English - Koeze	Hugh Koeze	1:00PM	1:00PM
4869	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)			2:00PM	2:00PM
2/25/2016	Library	Approved	English - Kisa	Kerry Kisa	1:00PM	1:00PM
4876	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L100 (Main Library)			2:00PM	2:00PM
2/25/2016	Library	Approved	English - Sharp	Kathleen Sharp	1:30PM	1:30PM
4842	Cape Henry Collegiate	Cape Henry Collegiate		•	2:15PM	2:15PM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/25/2016	Library	Approved	Latin - Burke	Jamie Burke	2:00PM	2:00PM
4873	Cape Henry Collegiate	Cape Henry Collegiate			2:45PM	2:45PM
	The Perry Library	The Perry Library L101 (Boyd Room)				
2/25/2016	Cafeteria	Approved	Middle School Study	Jack Effner	2:15PM	2:15PM
3820	Cape Henry Collegiate Café Dolphin	Cape Henry Collegiate Café Dolphin C02 (Café Bistro)	Hall		3:30PM	3:30PM
2/25/2016	Auditorium	Approved	Middle School dance	Jennifer Hazelwood	2:15PM	2:15PM
4707	Cape Henry Collegiate Everett Hall	Jennifer Hazelwood Everett Hall E-PFA (The Perry Family Auditorium)			3:30PM	3:30PM
2/25/2016	Auditorium	Approved	Prom Fashion Show	Gloria Speight	2:45PM	2:45PM
4508	Cape Henry Collegiate Everett Hall	Cape Henry Collegiate Everett Hall E-PFA (The Perry Family Auditorium			3:30PM	3:30PM
Setup F	Requirements: Craft Event S	etup	<b>Description</b> Stage Extensions and run for the show and pageant		vill be used	
2/25/2016	Library	Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Collegiate	Cape Henry Collegiate	Forensics - Howard & Desai		4:15PM	4:15PM
	The Perry Library	The Perry Library L101 (Boyd Room)	& Desai			
2/25/2016	Library	Approved	Gr. 4, 5, & 6	Tina Howard	3:15PM	3:15PM
4394	Cape Henry Collegiate	Cape Henry Collegiate	Forensics - Howard		4:15PM	4:15PM
	The Perry Library	The Perry Library L102 (Computer Lab)	& Desai			
2/25/2016	Classroom	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4417	Cape Henry Collegiate Everett Hall	Cape Henry Collegiate Everett Hall E12	Programs		4:30PM	4:30PM

2/25/2016 4:02:49 PM Page 13 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID		Status Organization	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
Zone	Building	Room				
2/25/2016	Classroom	Approved	After School	Charlie Lonergan	3:30PM	
4417	Cape Henry Collegiate The Sparks Science Ce	Cape Henry Collegiate enter The Sparks Science Center ST117	Programs		4:30PM	4:30PM
2/25/2016	Auditorium	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4419	Cape Henry Collegiate	Cape Henry Collegiate	Programs		4:30PM	4:30PM
	The Sparks Science Co	enter The Sparks Science Center ST200 (Dreyfus Family Auditorium)				
2/25/2016	Meeting Room	Approved	Lower School	Brooke Hummel	3:45PM	3:45PM
4477	Cape Henry Collegiate	Cape Henry Collegiate	Admissions	7579638257	4:30PM	4:30PM
	The Sims Lower School	The Sims Lower School L 200 (Freeman Room)	S Committee			
2/25/2016	Classroom	Approved	First Landing Dance	Jennifer Hazelwood	5:30PM	5:30PM
4665	Cape Henry Collegiate	First Landing Dance Cen	ter Center		9:30PM	9:30PM
		for the A The Hirschbiel Center for the Arts A10				
2/25/2016	Classroom	Approved	First Landing Dance	Jennifer Hazelwood	5:30PM	5:30PM
4665	Cape Henry Collegiate	First Landing Dance Cen	•		9:30PM	9:30PM
	Everett Hall	Everett Hall E20				
2/26/2016	Cafeteria	Approved	Lower School	Linda Bawcom	12:00AM	7:30AM
3238	Cape Henry Collegiate	Cape Henry Collegiate	Before School	1252	12:00AM	8:15AN
	Café Dolphin	Café Dolphin C01 (Café Dolphin)	Gathering			
2/26/2016	Auditorium	Approved	Theater and Dance	Stephanie Fluharty	7:00AM	7:00AM
3170	Cape Henry Collegiate	Cape Henry Collegiate	Showcase	7577150962	10:00PM	10:00PM
	Everett Hall	Everett Hall E-PFA (The Perry Family Auditorium)	Rehearsal			
2/26/2016	Cafeteria	Canceled	Lower School	Linda Bawcom	7:30AM	7:30AM
3239	Cape Henry Collegiate	Cape Henry Collegiate	Before School	1252	8:15AM	8:15AM
	Café Dolphin	Café Dolphin C01 (Café Dolphin)	Gathering			
2/26/2016	Library	Approved	English 11 - Self	Leanne Self	8:15AM	8:15AM
4801	Cape Henry Collegiate	Cape Henry Collegiate	-		9:15AM	9:15AM
	The Perry Library	The Perry Library L102 (Computer Lab)				
Setup F	Requirements: Cra		<b>Description</b> Howard on 2/22			
2/26/2016	Auditorium	Approved	Lower School	linda Bawcom	8:30AM	7:30AM
3251	Cape Henry Collegiate	Cape Henry Collegiate	Assembly	1252	9:30AM	10:00AM
	Everett Hall	Everett Hall E-PFA (The Perry Family Auditorium)				
Setup Requirements: Craft			Description	on cound:-		
Audio/Visual			STAGE, audio visual scre	en, souna, mic		

2/25/2016 4:02:49 PM Page 14 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date	Area		Status	Event	Contact	Start Time	Setup Begin Time
Schedule ID	Location		Organization		Day-Time Phone	<b>End Time</b>	Setup End Time
Zone	Building		Room				
2/26/2016	Library		Approved	English 9 research	Kerry Kisa	8:30AM	8:30AM
4839	Cape Henry Colle	egiate	Cape Henry Collegiate	paper - Kisa		9:15AM	9:15AM
	The Perry Library	y	The Perry Library L101 (Boyd Room)				
2/26/2016	Meeting Room		Approved	Endowment	Lisa Edenfield	9:00AM	9:00AM
4421	Cape Henry Collegiate		Cape Henry Collegiate	Committee Meeting		11:30AM	11:30AM
	Everett Hall		Everett Hall E-BRD (Boar Room)	rd			
Setup R	Requirements:	Craft Catering	·	<b>Description</b> Coffee, Spa Water, a sma	all howl of assorted ha	nd fruit	
2/26/2016		Oatening	Approved	Chrysler Hall- Alvin	Stephani Fluharty	9:00AM	9:00AM
4810	Cape Henry Colle	egiate	Cape Henry Collegiate	Ailey	4812446		
	Off Campus Loca	_	Off Campus Locations Other Location		.0.27.0		
			Off Campus				
Setup R	Requirements:	Craft Catering		Description lunch boxes needed			
2/26/2016	Library		Approved	Writing	Casey Scherrer	9:30AM	9:30AM
3577	Cape Henry Colle	egiate	Cape Henry Collegiate	Lab/Humanities - C.		10:15AM	10:15AM
	The Perry Library	y	The Perry Library L101 (Boyd Room)	Scherrer			
2/26/2016	Cafeteria		Approved	test for SAGE	Linda Wingenbach	10:00AM	10:00AM
4858	Cape Henry Colle	egiate	Cape Henry Collegiate			11:00AM	11:00AM
	Café Dolphin		Café Dolphin C02 (Café Bistro)				
Setup R	Requirements:	Craft		Description			
2/26/2016	Library	Catering	Canceled	this is a test for school du Writing	Casey Scherrer	10:30AM	10:30AM
3578	Cape Henry Colle	ogiata		Lab/Humanities - C.	Casey Scheme	11:15AM	11:15AM
3376	The Perry Library		Cape Henry Collegiate The Perry Library L102 (Computer Lab)	Scherrer	1	TT.TSAW	TT.TSAWI
2/26/2016	Library		Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Colle	egiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library	У	The Perry Library L101 (Boyd Room)	Scherrer			
2/26/2016	Library		Approved	Writing	Tina Howard	10:30AM	10:30AM
4656	Cape Henry Colle	egiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
	The Perry Library	-	The Perry Library L101 (Boyd Room)	Scherrer			
2/26/2016	Library		Approved	English AP11 - Self	Leanne Self	10:30AM	10:30AM
4803	Cape Henry Collegiate		Cape Henry Collegiate			11:30AM	11:30AM
	The Perry Library	У	The Perry Library L102 (Computer Lab)				
2/26/2016	Auditorium		Approved	Tech Class	Stephanie Fluharty	11:30AM	11:30AM
3141	Cape Henry Colle	egiate	Cape Henry Collegiate		7577150962	12:30PM	12:30PM
	Everett Hall		Everett Hall E-PFA (The Perry Family Auditorium)				

2/25/2016 4:02:49 PM Page 15 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building	Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/26/2016	Library	Approved	English - Sharp	Kathleen Sharp	11:30AM	11:30AM
4842	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)	<b>3</b> 1	·	12:15PM	12:15PM
2/26/2016	Library	Canceled	Writing	Casey Scherrer	1:30PM	1:30PM
3580	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)	Lab/Humanities - C. Scherrer		2:15PM	2:15PM
2/26/2016	Library	Approved	Writing	Tina Howard	1:30PM	1:30PM
4540	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Lab/Humanities - C. Scherrer		2:15PM	2:15PM
2/26/2016	Library	Approved	English 9 research	Kerry Kisa	1:30PM	1:30PM
4839	Cape Henry Collegiate	Cape Henry Collegiate	paper - Kisa	•	2:15PM	2:15PM
	The Perry Library	The Perry Library L102 (Computer Lab)				
2/26/2016	Auditorium	Approved	Fifth Grade Friday	Peggy Thornton	1:45PM	1:45PM
3405	Cape Henry Collegiate	Cape Henry Collegiate	Special	X378	2:45PM	2:45PM
	The Sparks Science Center	The Sparks Science Center ST200 (Dreyfus Family Auditorium)				
2/26/2016	Cafeteria	Approved	Middle School Study	Jack Effner	2:15PM	2:15PM
3820	Cape Henry Collegiate Café Dolphin	Cape Henry Collegiate Café Dolphin C02 (Café Bistro)	Hall		3:30PM	3:30PM
2/26/2016	Library	Canceled	US Writing Center	Tina Howard	2:45PM	2:45PM
3669	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L101 (Boyd Room)	Club - Howard		3:15PM	3:15PM
2/26/2016	Auditorium	Approved	Prom Fashion Show	Gloria Speight	2:45PM	2:45PM
4508	Cape Henry Collegiate	Cape Henry Collegiate	Practice		3:30PM	3:30PM
	Everett Hall	Everett Hall E-PFA (The Perry Family Auditorium)				
Setup R	Requirements: Craft	ın	<b>Description</b> Stage Extensions and run	way for practice that	will be used	
Event Setup			for the show and pageant		wiii be useu	
2/26/2016	Library	Approved	Forensics Club -	Tina Howard	3:15PM	3:15PM
4395	Cape Henry Collegiate The Perry Library	Cape Henry Collegiate The Perry Library L102 (Computer Lab)	Howard & Desai		4:00PM	4:00PM
2/26/2016	Athletic Field	Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4418	Cape Henry Collegiate Playing Fields	Cape Henry Collegiate Playing Fields Baseball I	Programs	J	4:30PM	4:30PM

2/25/2016 4:02:49 PM Page 16 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date Schedule ID Zone	Area Location Building		Status Organization Room	Event	Contact Day-Time Phone	Start Time End Time	Setup Begin Time Setup End Time
2/26/2016	Classroom		Approved	After School	Charlie Lonergan	3:30PM	3:30PM
4418	Cape Henry Colle The Sims Lower	•	Cape Henry Collegiate The Sims Lower School  210	Programs LS		4:30PM	4:30PM
2/27/2016	Cafeteria		Approved	Lower School	Linda Bawcom	12:00AM	7:30AM
3238	Cape Henry Colle	egiate	Cape Henry Collegiate	Before School	1252	12:00AM	8:15AM
	Café Dolphin		Café Dolphin C01 (Café Dolphin)	Gathering			
2/27/2016	Cafeteria		Canceled	Lower School	Linda Bawcom	7:30AM	7:30AM
3239	Cape Henry Colle	egiate	Cape Henry Collegiate	Before School	1252	8:15AM	8:15AM
	Café Dolphin		Café Dolphin C01 (Café Dolphin)	Gathering			
2/27/2016	Foyer		Approved	Prospective Family	Angie Finley	8:30AM	8:00AM
4777	Cape Henry Colle	egiate	Cape Henry Collegiate	Preview		10:00AM	10:30AM
	Founders Hall		Founders Hall FRF (Rountree Foyer)				
	Requirements:	Craft Event Set		Description All we need for our event in LS lobby and one loca we need!!	ted in the main entranc	e. That's all	
2/27/2016	Foyer		Approved	Prospective Family Preview	Angie Finley	8:30AM	8:00AM
4777	Cape Henry Colle The Sims Lower	•	Cape Henry Collegiate The Sims Lower School 102 (The Sparks Lobby)			10:00AM	10:30AM
Setup F	Requirements:	Craft Event Set		<b>Description</b> All we need for our event in LS lobby and one loca we need!!			
2/27/2016	Foyer		Approved	Welcome To Next	Frances Morgan	8:30AM	8:00AM
4818	Cape Henry Colle	egiate	Cape Henry Collegiate	Grade Level	7579638263	11:30AM	12:00PM
	Founders Hall		Founders Hall FRF (Rountree Foyer)				
Setup F	Requirements:	<b>Craft</b> Catering		<b>Description</b> Catering Coffee, Spa Wa			
		Event Set		Covered/Skirted Table w Pastries. Place the table enter in the main door the will need to move the ber	on the left side, so that e set-up will be to your	t as you left. You	
2/27/2016	Meeting Room		Approved	Welcome to Next	Linda Bawcom	8:30AM	8:30AM
3247	Cape Henry Colle	egiate	Cape Henry Collegiate	Grade Level	1252	11:30AM	11:30AM
	The Sims Lower	School	The Sims Lower School 200 (Freeman Room)	LS			
Setup Requirements: Craft		,	Description				
		Audio/Visu	ual	screens for special area			
		Catering Event Set	up	coffee, spa water and pa 2 more tables in lobby (s >> - it will be for special 3 tables set for drinks an	et up by 1:30 on Friday area teachers display I		

2/25/2016 4:02:49 PM Page 17 of 18

Events for 2/21/2016 - 2/27/2016, Location equals Cape Henry Collegiate

Date	Area		Status	Event	Contact	Start Time	Setup Begin Time
Schedule ID	Location		Organization		Day-Time Phone	<b>End Time</b>	Setup End Time
Zone	Building		Room				
2/27/2016	Office		Approved	Welcome to Next	Linda Bawcom	8:30AM	8:30AM
3247	Cape Henry Colle	egiate	Cape Henry Collegiate	Grade Level	1252	11:30AM	11:30AM
	The Sims Lower	School	The Sims Lower School Offices	LS			
Setup R	equirements:	Craft Audio/Visu	al	<b>Description</b> screens for special area t	teachers in lobby		
		Catering		coffee, spa water and pas			
		Event Set	nb	2 more tables in lobby (se >> - it will be for special 3 tables set for drinks and	area teachers display I		
2/27/2016	Foyer		Approved	Welcome to Next	Linda Bawcom	8:30AM	8:30AM
3247	Cape Henry Colle	egiate	Cape Henry Collegiate	Grade Level	1252	11:30AM	11:30AM
	The Sims Lower	_	The Sims Lower School 102 (The Sparks Lobby)	LS			
Setup R	equirements:	Craft	- (	Description			
-	-	Audio/Visu	ıal	screens for special area t			
		Catering Event Setu	ID.	coffee, spa water and pas 2 more tables in lobby (se		oftornoon	
		Eveni Seii	ир	>> - it will be for special			
				3 tables set for drinks and			
2/27/2016	Cafeteria		Approved	Prospective Family	Angie Finley	8:30AM	8:30AM
4865	Cape Henry Colle	egiate	Cape Henry Collegiate	Preview	4812446	9:30AM	9:30AM
	Café Dolphin		Café Dolphin C02 (Café Bistro)				
Setup Requirements: Craft				Description			
		Catering		Email 2/24- Angie: Coffee (Bistro Only)	e and Spa Water for 30	guests.	
2/27/2016	Library		Approved	Prospective Family	Angie Finley	8:45AM	8:45AM
4865	Cape Henry Colle	egiate	Cape Henry Collegiate	Preview	4812446	9:00AM	9:00AM
	The Perry Library	′	The Perry Library L101 (Boyd Room)				
Setup R	equirements:	Craft		Description			
		Catering		Email 2/24- Angie: Coffee (Bistro Only)			
2/27/2016	Library		Approved	Prospective Family	Angie Finley	8:45AM	8:45AM
4865	Cape Henry Colle	•	Cape Henry Collegiate	Preview	4812446	9:00AM	9:00AM
	The Perry Library		The Perry Library L102 (Computer Lab)				
Setup R	lequirements:	<b>Craft</b> Catering		Description Email 2/24- Angie: Coffee (Bistro Only)	e and Spa Water for 30	guests.	
2/27/2016	Auditorium		Approved	Shrek Saturday	Alison Bugg	9:00AM	9:00AM
4718	Cape Henry Colle	egiate	Cape Henry Collegiate	Rehearsal	7579638255	12:00PM	
	Everett Hall	ogiato	Everett Hall E-PFA (The Perry Family Auditorium)		767666266	12.001 1	12.001 111
2/27/2016	Library		Canceled	Writing	Tina Howard	10:30AM	10:30AM
4655	Cape Henry Colle	egiate	Cape Henry Collegiate	Lab/Humanities - C.		11:15AM	11:15AM
.300	The Perry Library	-	The Perry Library L101 (Boyd Room)	Scherrer		107 (191	11.10/101
					Count o	f Events	175

2/25/2016 4:02:49 PM Page 18 of 18