Event Calendar Report

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
2/21/2016 4482	Auditorium Cape Henry Collegiate Everett Hall	Approved First Landing Dance Center Everett Hall|E-PFA (The Perry Family Auditorium)	First Landing Dance Center	Jennifer Hazelwood	9:00AM 3:00PM	9:00AM 3:00PM
2/21/2016 4709	Basketball Court Cape Henry Collegiate Alfred T. Taylor Field House	Approved Beach FC soccer Alfred T. Taylor Field House|G01 (Napolitano Family Gymnasium)	Beach FC indoor	Mark Waite	9:30AM 3:00PM	9:30AM 3:00PM
2/21/2016 4709	Basketball Court Cape Henry Collegiate Alfred T. Taylor Field House	Approved Beach FC soccer Alfred T. Taylor Field House|G02 (Gym 2)	Beach FC indoor	Mark Waite	9:30AM 3:00PM	9:30AM 3:00PM
2/21/2016 4709	Basketball Court Cape Henry Collegiate Alfred T. Taylor Field House	Approved Beach FC soccer Alfred T. Taylor Field House|G03 (Gym 3)	Beach FC indoor	Mark Waite	9:30AM 3:00PM	9:30AM 3:00PM
2/21/2016 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/22/2016 3170	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Theater and Dance Showcase Rehearsal	Stephanie Fluharty 7577150962	7:00AM 10:00PM	7:00AM 10:00PM
2/22/2016 4815	Meeting Room Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 200 (Freeman Room)	Interview Day	Lesley OBrien	7:30AM 2:30PM	7:30AM 2:30PM

Setup Requirements:	Craft Catering		Description Coffee, bottled water, and a few snacks in a basket such as banana, granola bar, crackers			

Date	Area	Status	Event	Contact	Start Time	Setup Begin Time
2/22/2016 4816	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Applicant Welcome	Lesley OBrien	7:30AM 8:00AM	7:00AM 8:15AM

Setup Requirements:	Craft Catering		Description coffee please			

Date	Area	Status	Event	Contact	Start Time	Setup Begin Time
2/22/2016 4801	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English 11 - Self	Leanne Self	8:15AM 9:15AM	8:15AM 9:15AM

Setup Requirements:	Craft Audio/Visual		Description Howard on 2/22			

Event Calendar Report

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 4159	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 1 Meeting	Brenda Stone 757-963-8223	8:30AM 9:15AM	8:30AM 9:15AM
2/22/2016 3577	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	9:30AM 10:15AM	9:30AM 10:15AM
2/22/2016 4852	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Drama (Howard)	Tina Howard	9:30AM 10:15AM	9:30AM 10:15AM
2/22/2016 4018	Cafeteria Cape Henry Collegiate Café Dolphin	Canceled Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Woman2Women Speaker Series	Kathleen Sharp	10:00AM 11:45AM	10:00AM 11:45AM

Setup Requirements:	Craft		Description			
	Catering		email dtd 1/8 - packaged snacks available for these events to minimize cost.			

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 4412	Meeting Room Cape Henry Collegiate Development Suite	Approved Cape Henry Collegiate Development Suite|D00 (Development Conference Room)	Dev Dept Mtg	Lesley OBrien	10:00AM 11:00AM	10:00AM 11:00AM
2/22/2016 4809	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L100 (Main Library)	Guest Speaker - 8th & 11th Girls - Sharp	Kathleen Sharp	10:15AM 11:30AM	9:45AM 11:45AM

Setup Requirements:	Craft		Description			
	Event Setup		Need 30 white folding chairs in between tables in front of library, facing counter. Need to temporarily move two round pod tables. All other chairs will be from the main library area (total of 65).			

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 3459	Auditorium Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST200 (Dreyfus Family Auditorium)	Upper School Assembly	Gloria Speight 757-963-8213	10:30AM 11:30AM	10:30AM 11:30AM
2/22/2016 3578	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	10:30AM 11:15AM	10:30AM 11:15AM
2/22/2016 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM

Event Calendar Report

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 4656	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/22/2016 3141	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Tech Class	Stephanie Fluharty 7577150962	11:30AM 12:30PM	11:30AM 12:30PM
2/22/2016 4188	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 5 Meeting	Brenda Stone 757-963-8223	11:30AM 12:15PM	11:30AM 12:15PM
2/22/2016 4356	Meeting Room Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-BRD (Board Room)	403(B) Committee RFP Interviews	Linda Wingenbach	1:00PM 5:00PM	1:00PM 5:30PM

Setup Requirements:	Craft	Description
	Catering	Coffee and spa water please
	Audio/Visual	a/v support for power point presentation is needed per Annette she will have a flash drive

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 4834	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	English - Kisa	Tina Howard	1:30PM 2:15PM	1:30PM 2:15PM
2/22/2016 3820	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Middle School Study Hall	Jack Effner	2:15PM 3:30PM	2:15PM 3:30PM
2/22/2016 4597	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Eastern Virginia Brass concert	Valetta Fellenbaum 481-9478	2:30PM 3:15PM	2:00PM 3:30PM
2/22/2016 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/22/2016 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/22/2016 4414	Athletic Field Cape Henry Collegiate Playing Fields	Approved Cape Henry Collegiate Playing Fields|Baseball Field	After School Programs	Charlie Lonergan	3:15PM 4:45PM	3:15PM 4:45PM

Event Calendar Report

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

2/23/2016	Auditorium	Approved	Theater and Dance Showcase Rehearsal	Stephanie Fluharty	7:00AM	7:00AM
3170	Cape Henry Collegiate	Cape Henry Collegiate		7577150962	10:00PM	10:00PM
	Everett Hall	Everett Hall|E-PFA (The Perry Family Auditorium)				

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 3238	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	7:30AM 12:00AM	7:30AM 8:15AM
2/23/2016 3239	Cafeteria Cape Henry Collegiate Café Dolphin	Canceled Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	7:30AM 8:15AM	7:30AM 8:15AM
2/23/2016 3363	Meeting Room Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-BRD (Board Room)	BOT Finance Committee Meeting	Lisa Edenfield	8:00AM 9:30AM	8:00AM 9:30AM

Setup Requirements:	Craft	Description
	Catering	Coffee/Spa Water

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 3579	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	8:30AM 9:15AM	8:30AM 9:15AM
2/23/2016 4165	Meeting Room Cape Henry Collegiate Founders Hall	Canceled Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 2 Meeting	Brenda Stone 757-963-8223	8:30AM 9:15AM	8:30AM 9:15AM
2/23/2016 3577	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	9:30AM 10:15AM	9:30AM 10:15AM
2/23/2016 4165	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 2 Meeting	Brenda Stone 757-963-8223	9:30AM 10:15AM	9:30AM 10:15AM
2/23/2016 4852	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Drama (Howard)	Tina Howard	9:30AM 10:15AM	9:30AM 10:15AM
2/23/2016 3463	Auditorium Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST200 (Dreyfus Family Auditorium)	Middle School Assembly	Amanda Hayes	10:30AM 11:30AM	10:30AM 11:30AM
2/23/2016 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM

Event Calendar Report

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 3256	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Parents Lunch	Linda Bawcom 1252	11:15AM 12:15PM	11:15AM 12:15PM

Setup Requirements: Craft
Catering

Description
approx. 50 parents attending LS lunch

Date	Area	Status	Event	Contact	Start	Setup
2/23/2016 3256	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Lower School Parents Lunch	Linda Bawcom 1252	11:15AM 12:15PM	11:15AM 12:15PM

Setup Requirements: Craft
Catering

Description
approx. 50 parents attending LS lunch

Date	Area	Status	Event	Contact	Start	Setup
2/23/2016 3141	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Tech Class	Stephanie Fluharty 7577150962	11:30AM 12:30PM	11:30AM 12:30PM
2/23/2016 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	11:30AM 12:30PM	11:30AM 12:30PM
2/23/2016 4194	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 6 Meeting	Brenda Stone 757-963-8223	1:00PM 1:45PM	1:00PM 1:45PM
2/23/2016 4615	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	English 9 research paper - Kisa	Kerry Kisa	1:00PM 2:00PM	1:00PM 2:00PM
2/23/2016 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	1:30PM 2:15PM	1:30PM 2:15PM
2/23/2016 4802	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English AP11 - Self	Leanne Self	2:00PM 2:45PM	2:00PM 2:45PM

Setup Requirements: Craft
Audio/Visual

Description
Howard

Date	Area	Status	Event	Contact	Start	Setup
2/23/2016 3820	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Middle School Study Hall	Jack Effner	2:15PM 3:30PM	2:15PM 3:30PM
2/23/2016 4209	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior No Free Bell Meeting	Brenda Stone 757-963-8223	2:45PM 3:15PM	2:45PM 3:15PM

Event Calendar Report

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 4786	Auditorium Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST200 (Dreyfus Family Auditorium)	Dolphin Tank Coaching Sessions	Becky Schnekser 7576196637	3:00PM 4:00PM	3:00PM 4:00PM

Setup Requirements:	Craft	Description
	Audio/Visual	need projector, screen, and laptop hookup at front of auditorium

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 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/23/2016 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/23/2016 4415	Classroom Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 116	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/23/2016 4415	Classroom Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 118	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/23/2016 4415	Classroom Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 210	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/23/2016 4415	Classroom Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 214	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/23/2016 4665	Classroom Cape Henry Collegiate The Hirschbiel Center for the A	Approved First Landing Dance Center The Hirschbiel Center for the Arts|A10	First Landing Dance Center	Jennifer Hazelwood	5:30PM 9:30PM	5:30PM 9:30PM
2/23/2016 4665	Classroom Cape Henry Collegiate Everett Hall	Approved First Landing Dance Center Everett Hall|E20	First Landing Dance Center	Jennifer Hazelwood	5:30PM 9:30PM	5:30PM 9:30PM
2/24/2016 3238	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	12:00AM 12:00AM	7:30AM 8:15AM

Event Calendar Report

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 3170	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Theater and Dance Showcase Rehearsal	Stephanie Fluharty 7577150962	7:00AM 10:00PM	7:00AM 10:00PM
2/24/2016 3239	Cafeteria Cape Henry Collegiate Café Dolphin	Canceled Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	7:30AM 8:15AM	7:30AM 8:15AM
2/24/2016 4735	Meeting Room Cape Henry Collegiate Development Suite	Approved Cape Henry Collegiate Development Suite|D00 (Development Conference Room)	HOF Meeting	Kristen Wheeler 757 963 8208	8:00AM 11:00AM	8:00AM 11:00AM
2/24/2016 4522	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Bell 1 Writing - Koeze	Hugh Koeze 4084756393	8:15AM 9:15AM	8:15AM 9:15AM
2/24/2016 4801	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English 11 - Self	Leanne Self	8:15AM 9:15AM	8:15AM 9:15AM

Setup Requirements: **Craft** Audio/Visual   **Description** Howard on 2/22

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 3577	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	9:30AM 10:15AM	9:30AM 10:15AM
2/24/2016 4471	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Bell 2 Research & Writing - Koeze	Hugh Koeze	9:30AM 10:30AM	9:30AM 10:30AM
2/24/2016 4830	Meeting Room Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-BRD (Board Room)	Distinguished Speaker Series - Alan Gross	Lisa Edenfield	10:00AM 11:00AM	9:30AM 11:15AM

Setup Requirements: **Craft** Catering   **Description** Coffee and Spa Water and Muffins for 15

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 3578	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	10:30AM 11:15AM	10:30AM 11:15AM
2/24/2016 4176	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 3 Meeting	Brenda Stone 757-963-8223	10:30AM 11:15AM	10:30AM 11:15AM

Event Calendar Report

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 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/24/2016 4656	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/24/2016 4803	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English AP11 - Self	Leanne Self	10:30AM 11:30AM	10:30AM 11:30AM
2/24/2016 3141	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Tech Class	Stephanie Fluharty 7577150962	11:30AM 12:30PM	11:30AM 12:30PM
2/24/2016 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	11:30AM 12:30PM	11:30AM 12:30PM
2/24/2016 4813	Meeting Room Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-BRD (Board Room)	Charlies Farewell Luncheon	Lisa Edenfield	12:00PM 12:45PM	12:00PM 12:45PM

Setup Requirements:	**Craft**	**Description**
	Catering	Luncheon for 23 people

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 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	1:30PM 2:15PM	1:30PM 2:15PM
2/24/2016 4615	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	English 9 research paper - Kisa	Kerry Kisa	2:30PM 3:15PM	2:30PM 3:15PM
2/24/2016 4869	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Koeze	Hugh Koeze	2:30PM 3:15PM	2:30PM 3:15PM
2/24/2016 4769	Cape Henry Collegiate Off Campus Locations	Approved Cape Henry Collegiate Off Campus Locations|Other Location Off Campus	CHPA SweetFrog Fundraiser	CHPA CHPA	3:00PM 9:30PM	3:00PM 9:30PM

Event Calendar Report

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 4786	Auditorium Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST200 (Dreyfus Family Auditorium)	Dolphin Tank Coaching Sessions	Becky Schnekser 7576196637	3:00PM 4:00PM	3:00PM 4:00PM

Setup Requirements: **Craft**
Audio/Visual

Description
need projector, screen, and laptop hookup at front of auditorium

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 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/24/2016 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/24/2016 4416	Classroom Cape Henry Collegiate The Hirschbiel Center for the A	Approved Cape Henry Collegiate The Hirschbiel Center for the Arts|A11	After School Programs	Charlie Lonergan	3:30PM 4:45PM	3:30PM 4:45PM
2/24/2016 4416	Classroom Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 118	After School Programs	Charlie Lonergan	3:30PM 4:45PM	3:30PM 4:45PM
2/24/2016 4863	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Flag Football	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM

Setup Requirements: **Craft**
Audio/Visual

Description
We will use the projector and sound system.

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 4746	Meeting Room Cape Henry Collegiate Development Suite	Approved Cape Henry Collegiate Development Suite|D00 (Development Conference Room)	Alumni Phone-a-thon	Kristen Wheeler	6:00PM 8:00PM	6:00PM 8:00PM
2/24/2016 3171	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Winter Theater and Dance Showcase	Stephanie Fluharty 7577150962	7:00PM 9:00PM	3:30PM 10:00PM
2/24/2016 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
2/24/2016 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

2/24/2016 Basketball Court   Approved   Outbreak Volleyball   Keith Betts   7:00PM   7:00PM

4465 Cape Henry Collegiate   Outbreak Volleyball   9:00PM   9:00PM

Atwood Taylor House|Taylor Field House|G03 (Gym 3)

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				
2/25/2016	Cafeteria	Approved	Lower School Before School Gathering	Linda Bawcom	12:00AM	7:30AM
3238	Cape Henry Collegiate	Cape Henry Collegiate		1252	12:00AM	8:15AM
	Café Dolphin	Café Dolphin|C01 (Café Dolphin)				
2/25/2016	Auditorium	Approved	Theater and Dance Showcase Rehearsal	Stephanie Fluharty	7:00AM	7:00AM
3170	Cape Henry Collegiate	Cape Henry Collegiate		7577150962	10:00PM	10:00PM
	Everett Hall	Everett Hall|E-PFA (The Perry Family Auditorium)				
2/25/2016	Cafeteria	Canceled	Lower School Before School Gathering	Linda Bawcom	7:30AM	7:30AM
3239	Cape Henry Collegiate	Cape Henry Collegiate		1252	8:15AM	8:15AM
	Café Dolphin	Café Dolphin|C01 (Café Dolphin)				
2/25/2016	Meeting Room	Approved	BOT Full Board Meeting	Lisa Edenfield	8:00AM	8:00AM
3364	Cape Henry Collegiate	Cape Henry Collegiate			9:30AM	9:30AM
	Everett Hall	Everett Hall|E-BRD (Board Room)				

Setup Requirements:	Craft	Description
	Catering	Coffee/Spa Water

2/25/2016	Library	Canceled	Parent Book Club	Debbie White	8:15AM	8:00AM
3769	Cape Henry Collegiate	Cape Henry Collegiate			9:15AM	9:30AM
	The Perry Library	The Perry Library|L102 (Computer Lab)				

Setup Requirements:	Craft	Description
	Catering	coffee setup

2/25/2016	Library	Approved	Bell 1 Writing - Koeze	Hugh Koeze	8:15AM	8:15AM
4523	Cape Henry Collegiate	Cape Henry Collegiate		4084756393	9:15AM	9:15AM
	The Perry Library	The Perry Library|L101 (Boyd Room)				

2/25/2016	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 Requirements:	Craft	Description
	Audio/Visual	Howard on 2/22

2/25/2016		Approved	Model UN	Brain Facemire	8:30AM	8:30AM
4589	Cape Henry Collegiate	Cape Henry Collegiate		4812446	11:30PM	11:30PM
	Off Campus Locations	Off Campus Locations|Other Location Off Campus				

Setup Requirements:	Craft	Description
	Catering	box lunches needed

2/25/2016	Meeting Room	Canceled	Junior Free Bell 7 Meeting	Brenda Stone	9:30AM	9:30AM
4200	Cape Henry Collegiate	Cape Henry Collegiate		757-963-8223	10:15AM	10:15AM
	Founders Hall	Founders Hall|FCCR (College Conference Room)				

2/25/2016	Meeting Room	Approved	Junior Free Bell 7 Meeting	Brenda Stone	9:30AM	9:30AM
4200	Cape Henry Collegiate	Cape Henry Collegiate		757-963-8223	10:15AM	10:15AM
	Founders Hall	Founders Hall|FCCR (College Conference Room)				

Event Calendar Report

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 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	9:30AM 10:15AM	9:30AM 10:15AM
2/25/2016 3578	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	10:30AM 11:15AM	10:30AM 11:15AM
2/25/2016 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/25/2016 4656	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/25/2016 4803	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English AP11 - Self	Leanne Self	10:30AM 11:30AM	10:30AM 11:30AM
2/25/2016 4472	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Bell 4 Research and Writing - Koeze	Hugh Koeze 4084756393	11:15AM 12:30PM	11:15AM 12:30PM
2/25/2016 3141	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Tech Class	Stephanie Fluharty 7577150962	11:30AM 12:30PM	11:30AM 12:30PM
2/25/2016 4182	Meeting Room Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FCCR (College Conference Room)	Junior Free Bell 4 Meeting	Brenda Stone 757-963-8223	11:30AM 12:15PM	11:30AM 12:15PM
2/25/2016 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	11:30AM 12:30PM	11:30AM 12:30PM
2/25/2016 4531	 Cape Henry Collegiate Off Campus Locations	Approved Cape Henry Collegiate Off Campus Locations|Other Location Off Campus	Grade 7 Field Trip - Equi Kids	Karen Mason 4812446	1:00PM 3:15PM	1:00PM 3:15PM

Event Calendar Report

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 4869	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	English - Koeze	Hugh Koeze	1:00PM 2:00PM	1:00PM 2:00PM
2/25/2016 4876	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L100 (Main Library)	English - Kisa	Kerry Kisa	1:00PM 2:00PM	1:00PM 2:00PM
2/25/2016 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	1:30PM 2:15PM	1:30PM 2:15PM
2/25/2016 4873	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Latin - Burke	Jamie Burke	2:00PM 2:45PM	2:00PM 2:45PM
2/25/2016 3820	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Middle School Study Hall	Jack Effner	2:15PM 3:30PM	2:15PM 3:30PM
2/25/2016 4707	Auditorium Cape Henry Collegiate Everett Hall	Approved Jennifer Hazelwood Everett Hall|E-PFA (The Perry Family Auditorium)	Middle School dance	Jennifer Hazelwood	2:15PM 3:30PM	2:15PM 3:30PM
2/25/2016 4508	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Prom Fashion Show Practice	Gloria Speight	2:45PM 3:30PM	2:45PM 3:30PM

Setup Requirements:	Craft	Description
	Event Setup	Stage Extensions and runway for practice that will be used for the show and pageant on 2/29.

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 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/25/2016 4394	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Gr. 4, 5, & 6 Forensics - Howard & Desai	Tina Howard	3:15PM 4:15PM	3:15PM 4:15PM
2/25/2016 4417	Classroom Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E12	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM

Event Calendar Report

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 4417	Classroom Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST117	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/25/2016 4419	Auditorium Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST200 (Dreyfus Family Auditorium)	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/25/2016 4477	Meeting Room Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 200 (Freeman Room)	Lower School Admissions Committee	Brooke Hummel 7579638257	3:45PM 4:30PM	3:45PM 4:30PM
2/25/2016 4665	Classroom Cape Henry Collegiate The Hirschbiel Center for the A	Approved First Landing Dance Center The Hirschbiel Center for the Arts|A10	First Landing Dance Center	Jennifer Hazelwood	5:30PM 9:30PM	5:30PM 9:30PM
2/25/2016 4665	Classroom Cape Henry Collegiate Everett Hall	Approved First Landing Dance Center Everett Hall|E20	First Landing Dance Center	Jennifer Hazelwood	5:30PM 9:30PM	5:30PM 9:30PM
2/26/2016 3238	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	12:00AM 12:00AM	7:30AM 8:15AM
2/26/2016 3170	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Theater and Dance Showcase Rehearsal	Stephanie Fluharty 7577150962	7:00AM 10:00PM	7:00AM 10:00PM
2/26/2016 3239	Cafeteria Cape Henry Collegiate Café Dolphin	Canceled Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	7:30AM 8:15AM	7:30AM 8:15AM
2/26/2016 4801	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English 11 - Self	Leanne Self	8:15AM 9:15AM	8:15AM 9:15AM

Setup Requirements:	**Craft**	**Description**
	Audio/Visual	Howard on 2/22

| 2/26/2016
3251 | Auditorium
Cape Henry Collegiate
Everett Hall | Approved
Cape Henry Collegiate
Everett Hall\|E-PFA (The Perry Family Auditorium) | Lower School Assembly | linda Bawcom
1252 | 8:30AM
9:30AM | 7:30AM
10:00AM |

Setup Requirements:	**Craft**	**Description**
	Audio/Visual	STAGE, audio visual screen, sound, mic

Event Calendar Report

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 4839	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	English 9 research paper - Kisa	Kerry Kisa	8:30AM 9:15AM	8:30AM 9:15AM
2/26/2016 4421	Meeting Room Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-BRD (Board Room)	Endowment Committee Meeting	Lisa Edenfield	9:00AM 11:30AM	9:00AM 11:30AM

Setup Requirements: Craft / Catering — **Description** Coffee, Spa Water, a small bowl of assorted hand fruit

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 4810	Cape Henry Collegiate Off Campus Locations	Approved Cape Henry Collegiate Off Campus Locations|Other Location Off Campus	Chrysler Hall- Alvin Ailey	Stephani Fluharty 4812446	9:00AM 2:00PM	9:00AM 2:00PM

Setup Requirements: Craft / Catering — **Description** lunch boxes needed

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 3577	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	9:30AM 10:15AM	9:30AM 10:15AM
2/26/2016 4858	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	test for SAGE	Linda Wingenbach	10:00AM 11:00AM	10:00AM 11:00AM

Setup Requirements: Craft / Catering — **Description** this is a test for school dude purposes

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 3578	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	10:30AM 11:15AM	10:30AM 11:15AM
2/26/2016 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/26/2016 4656	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM
2/26/2016 4803	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English AP11 - Self	Leanne Self	10:30AM 11:30AM	10:30AM 11:30AM
2/26/2016 3141	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Tech Class	Stephanie Fluharty 7577150962	11:30AM 12:30PM	11:30AM 12:30PM

Event Calendar Report

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 4842	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English - Sharp	Kathleen Sharp	11:30AM 12:15PM	11:30AM 12:15PM
2/26/2016 3580	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Writing Lab/Humanities - C. Scherrer	Casey Scherrer	1:30PM 2:15PM	1:30PM 2:15PM
2/26/2016 4540	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	1:30PM 2:15PM	1:30PM 2:15PM
2/26/2016 4839	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	English 9 research paper - Kisa	Kerry Kisa	1:30PM 2:15PM	1:30PM 2:15PM
2/26/2016 3405	Auditorium Cape Henry Collegiate The Sparks Science Center	Approved Cape Henry Collegiate The Sparks Science Center|ST200 (Dreyfus Family Auditorium)	Fifth Grade Friday Special	Peggy Thornton X378	1:45PM 2:45PM	1:45PM 2:45PM
2/26/2016 3820	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Middle School Study Hall	Jack Effner	2:15PM 3:30PM	2:15PM 3:30PM
2/26/2016 3669	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	US Writing Center Club - Howard	Tina Howard	2:45PM 3:15PM	2:45PM 3:15PM
2/26/2016 4508	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Prom Fashion Show Practice	Gloria Speight	2:45PM 3:30PM	2:45PM 3:30PM

Setup Requirements:	Craft	Description
	Event Setup	Stage Extensions and runway for practice that will be used for the show and pageant on 2/29.

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 4395	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Forensics Club - Howard & Desai	Tina Howard	3:15PM 4:00PM	3:15PM 4:00PM
2/26/2016 4418	Athletic Field Cape Henry Collegiate Playing Fields	Approved Cape Henry Collegiate Playing Fields|Baseball Field	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM

Event Calendar Report

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 4418	Classroom Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 210	After School Programs	Charlie Lonergan	3:30PM 4:30PM	3:30PM 4:30PM
2/27/2016 3238	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	12:00AM 12:00AM	7:30AM 8:15AM
2/27/2016 3239	Cafeteria Cape Henry Collegiate Café Dolphin	Canceled Cape Henry Collegiate Café Dolphin|C01 (Café Dolphin)	Lower School Before School Gathering	Linda Bawcom 1252	7:30AM 8:15AM	7:30AM 8:15AM
2/27/2016 4777	Foyer Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FRF (Rountree Foyer)	Prospective Family Preview	Angie Finley	8:30AM 10:00AM	8:00AM 10:30AM

Setup Requirements:	Craft		Description
	Event Setup		All we need for our event are two tables dressed with one in LS lobby and one located in the main entrance. That's all we need!!

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
2/27/2016 4777	Foyer Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 102 (The Sparks Lobby)	Prospective Family Preview	Angie Finley	8:30AM 10:00AM	8:00AM 10:30AM

Setup Requirements:	Craft		Description
	Event Setup		All we need for our event are two tables dressed with one in LS lobby and one located in the main entrance. That's all we need!!

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
2/27/2016 4818	Foyer Cape Henry Collegiate Founders Hall	Approved Cape Henry Collegiate Founders Hall|FRF (Rountree Foyer)	Welcome To Next Grade Level	Frances Morgan 7579638263	8:30AM 11:30AM	8:00AM 12:00PM

Setup Requirements:	Craft		Description
	Catering		Catering Coffee, Spa Water and Pastries.
	Event Setup		Covered/Skirted Table with Catering Coffee, Spa Water and Pastries. Place the table on the left side, so that as you enter in the main door the set-up will be to your left. You will need to move the bench out of the way.

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
2/27/2016 3247	Meeting Room Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 200 (Freeman Room)	Welcome to Next Grade Level	Linda Bawcom 1252	8:30AM 11:30AM	8:30AM 11:30AM

Setup Requirements:	Craft		Description
	Audio/Visual		screens for special area teachers in lobby
	Catering		coffee, spa water and pastries
	Event Setup		2 more tables in lobby (set up by 1:30 on Friday afternoon- >> - it will be for special area teachers display IN addition to 3 tables set for drinks and food

Event Calendar Report

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
2/27/2016 3247	Office Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS Offices	Welcome to Next Grade Level	Linda Bawcom 1252	8:30AM 11:30AM	8:30AM 11:30AM

Setup Requirements:

Craft	Description
Audio/Visual	screens for special area teachers in lobby
Catering	coffee, spa water and pastries
Event Setup	2 more tables in lobby (set up by 1:30 on Friday afternoon->> - it will be for special area teachers display IN addition to 3 tables set for drinks and food

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
2/27/2016 3247	Foyer Cape Henry Collegiate The Sims Lower School	Approved Cape Henry Collegiate The Sims Lower School|LS 102 (The Sparks Lobby)	Welcome to Next Grade Level	Linda Bawcom 1252	8:30AM 11:30AM	8:30AM 11:30AM

Setup Requirements:

Craft	Description
Audio/Visual	screens for special area teachers in lobby
Catering	coffee, spa water and pastries
Event Setup	2 more tables in lobby (set up by 1:30 on Friday afternoon->> - it will be for special area teachers display IN addition to 3 tables set for drinks and food

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
2/27/2016 4865	Cafeteria Cape Henry Collegiate Café Dolphin	Approved Cape Henry Collegiate Café Dolphin|C02 (Café Bistro)	Prospective Family Preview	Angie Finley 4812446	8:30AM 9:30AM	8:30AM 9:30AM

Setup Requirements:

Craft	Description
Catering	Email 2/24- Angie: Coffee and Spa Water for 30 guests. (Bistro Only)

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
2/27/2016 4865	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Prospective Family Preview	Angie Finley 4812446	8:45AM 9:00AM	8:45AM 9:00AM

Setup Requirements:

Craft	Description
Catering	Email 2/24- Angie: Coffee and Spa Water for 30 guests. (Bistro Only)

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
2/27/2016 4865	Library Cape Henry Collegiate The Perry Library	Approved Cape Henry Collegiate The Perry Library|L102 (Computer Lab)	Prospective Family Preview	Angie Finley 4812446	8:45AM 9:00AM	8:45AM 9:00AM

Setup Requirements:

Craft	Description
Catering	Email 2/24- Angie: Coffee and Spa Water for 30 guests. (Bistro Only)

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
2/27/2016 4718	Auditorium Cape Henry Collegiate Everett Hall	Approved Cape Henry Collegiate Everett Hall|E-PFA (The Perry Family Auditorium)	Shrek Saturday Rehearsal	Alison Bugg 7579638255	9:00AM 12:00PM	9:00AM 12:00PM
2/27/2016 4655	Library Cape Henry Collegiate The Perry Library	Canceled Cape Henry Collegiate The Perry Library|L101 (Boyd Room)	Writing Lab/Humanities - C. Scherrer	Tina Howard	10:30AM 11:15AM	10:30AM 11:15AM

Count of Events   **175**