

SANDIA PREP

Master Calendar Event Request

Today's Date 1-31-13 Requested by: Sarah Wilson

Contact Phone Number: _____ email: _____

What: Name of Event: Geology 1 Ojito Field ~~Lab~~ Lab
Description of Event: 9th grade Geology Field Lab

When: Start: 4, 9, 13 Time: 8:00 AM/PM - 3:30 PM each day
End: 4, 11, 13 Time: 3:30 AM/PM 8^{AM} - 3:30 PM each day
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Field lab - Ojito wilderness

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: _____

Total Number of Participants: 90 - 100

About: Departments: Science

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

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

Equipment Needed: -
(i.e. table, chairs, electronic, technical, sound, etc.)

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

Setup Instructions: _____

Documents to be Attached to file: _____

Events Coordinator _____

Director of Studies Stowell

IT Dept _____

Athletic Director _____

Maintenance _____

scanned _____

Business Office _____

Coordinator(s) _____

attach. _____