

NO BUSES NEEDED

Received  
5/9/12

# SANDIA PREP

## Master Calendar Event Request

Today's Date May 9 Requested by: P. Fitzpatrick  
Contact Phone Number: 224 8357 email: P.Fitzpatrick@SandiaPrep.

What: Name of Event: Porcelain Field Trip  
Description of Event: visit Willow Road pottery for demo by Dr. Jim Srubek

When: Start: 5/22/2012 Time: 1:30 AM  AM  PM A - day  
End: 5/22/2012 Time: 3:30 AM  AM  PM may 22  
Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips) Tuesday  
Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: Willow Road Porcelain Studio

Who: SPS Groups Involved: P. Fitzpatrick + Clay II  
Grade: 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_

Other Groups/Schools Involved: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

About: Departments: Art Department  
Activity Type: Art Field Trip  
(i.e. Social event, Baseball, Soccer, chess club)

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

Equipment Needed: MA  
(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 \_\_\_\_\_ IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) \_\_\_\_\_ attach \_\_\_\_\_