

### Master Calendar Event Request

Today's Date 9/19/2012 Requested by: Lucy Kozikowski  
Contact Phone Number: 505 8042808 email: Lkozikowski@Sandiaprep.org

What: Name of Event: 6th grad. Field Trip to Nature Center  
Description of Event: Full day field trip to Rio Grande Nature Center & Petroglyph National Monument.

When: Start: 10/17/2012 Time: 9:30 AM/PM  
End: 10/17/2012 Time: 3:15 AM/PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time 9:45 AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time 3:15 AM/PM (for trips)

Where: Locations of Event: Rio Grande Nature Center  
Petroglyph National Monument

Who: SPS Groups Involved: \_\_\_\_\_  
Grade: 6 X 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_  
Other Groups/Schools Involved: —  
Total Number of Participants: 95

About: Departments: ALL  
Activity Type: Field Trip  
*(i.e. Social event, Baseball, Soccer, chess club)*  
Event Type: \_\_\_\_\_  
*(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 Lucy Kozikowski Director of Studies \_\_\_\_\_ IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) Lucy Kozikowski attach. \_\_\_\_\_