

SANDIA PREP

Master Calendar Event Request

Today's Date 10/17/12 Requested by: Margaret Showalter
 Contact Phone Number: _____ email: mshowalter@sandia.prep.org

What: Name of Event: Chemistry Carnival
 Description of Event: chemistry demonstrations facilitated by chemistry II students

When: Start: 10/25/12 Time: 9:30 AM/PM
 End: 10/25/12 Time: 12:45 AM/PM
 Setup Time 8:45 AM/PM Depart Time _____ AM/PM (for trips)
 Breakdown 1:00 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Quad (weather permitting)
Comments if inclement weather

Who: SPS Groups Involved: Chemistry II class
 Grade: 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 12
 Other Groups/Schools Involved: _____
 Total Number of Participants: 7 students - but all are invited to attend the carnival

About: Departments: _____
 Activity Type: Chemistry demonstrations
(i.e. Social event, Baseball, Soccer, chess club)
 Event Type: Carnival
(i.e. assembly, game, practice, meeting, dance)
 Equipment Needed: tables
(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 _____