

Entered.

SANDIA PREP

Master Calendar Event Request

Today's Date 1/3/12 Requested by: Buxbaum

Contact Phone Number: 463-4120 email: _____

What: Name of Event: In-school field trip - Comparative Anatomy & Evolution
Description of Event: "

When: Start: 1/11/12 Time: 9:30 AM/PM

End: 1/11/12 Time: 12:35 AM/PM

included {

Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips) ~~_____~~

Breakdown _____ AM/PM Return Time _____ AM/PM (for trips) ~~_____~~

Where: Locations of Event: Commons

Who: SPS Groups Involved: 48 11th + 12th graders

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

Other Groups/Schools Involved: _____

Total Number of Participants: 49

About: Departments: Science

Activity Type: Course material

(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____

(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 10 Tables, 50 chairs, screen/projector

(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. _____