

### Master Calendar Event Request

Today's Date 1-23-2013 Requested by: Claudio Perez

Contact Phone Number: 453-6213 email: CPerez@sandiaprep.org

What: Name of Event: Bilingual Science Fair

Description of Event: Students from LongCellow Elementary School are presenting their science project. The students from prep are using these projects etc.

When: Start: 2/7/2013 Time: 8:00 AM/PM

End: 2/7/2013 Time: 4:45 AM/PM

Setup Time \_\_\_\_\_ AM/PM Depart Time \_\_\_\_\_ AM/PM (for trips)

Breakdown \_\_\_\_\_ AM/PM Return Time \_\_\_\_\_ AM/PM (for trips)

Where: Locations of Event: LongCellow Elementary School

Who: SPS Groups Involved: Spanish 6

Grade: 6\_\_\_ 7\_\_\_ 8\_\_\_ 9\_\_\_ 10\_\_\_ 11\_\_\_ 12

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

Total Number of Participants: 9

About: Departments: Spanish

Activity Type: Educational Event  
(i.e. Social event, Baseball, Soccer, chess club)

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

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

Sporting event - Home \_\_\_\_\_ Away \_\_\_\_\_ (at: \_\_\_\_\_)

Setup Instructions: NA

Documents to be Attached to file: \_\_\_\_\_

Events Coordinator \_\_\_\_\_ Director of Studies C. Indwell IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) \_\_\_\_\_ attach. \_\_\_\_\_