

### Master Calendar Event Request

Today's Date 1/28/2013 Requested by: Larry Kozikowski  
Contact Phone Number: 505-804-2808 email: \_\_\_\_\_

What: Name of Event: Trip to Zen Center / Volcanoes Hike  
Description of Event: Travel to ASQ Zen Center  
Stop Taj Mahal (Lunch) Hike at Volcanoes

When: Start: 4/9/2013 Time: 9:35 AM/PM  
End: 4/9/2013 Time: 3:30 AM/PM  
Setup Time \_\_\_\_\_ AM/PM Depart Time 9:35 AM/PM (for trips)  
Breakdown \_\_\_\_\_ AM/PM Return Time 3:30 AM/PM (for trips)

Where: Locations of Event: Zen Center / Taj Mahal / Volcanoes

Who: SPS Groups Involved: Seniors/14  
Grade: 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12   
Other Groups/Schools Involved: \_\_\_\_\_

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

About: Departments: English  
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 Larry Kozikowski Director of Studies Stefan Hill IT Dept \_\_\_\_\_  
Athletic Director \_\_\_\_\_ Maintenance \_\_\_\_\_ scanned \_\_\_\_\_  
Business Office \_\_\_\_\_ Coordinator(s) \_\_\_\_\_ attach. \_\_\_\_\_