

Rec 3/7



Master Calendar Event Request

Today's Date 3/6/13 Requested by: Margaret Showalter
Contact Phone Number: _____ email: mshowalter@sandiaprep.org

What: Name of Event: Chemistry II field trip to National
Description of Event: Museum of Nuclear Science

When: Start: 4/17/13 Time: 8:50 AM/PM
End: 4/17/13 Time: 12:45 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: _____

Who: SPS Groups Involved: _____
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 12
Other Groups/Schools Involved: _____
Total Number of Participants: 7 students 1 teacher

About: Departments: science
Activity Type: class 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 _____ Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____