

Entered 1/31

SANDIA PREP

Master Calendar Event Request

Today's Date 1/27 Requested by: Lucy Kozikowski

Contact Phone Number: 508-8042808 email: lkozikowski@sandiaprep.org

What: Name of Event: In house Fieldtrip Bridge Architect
Description of Event: Two blocks of 1.5 hrs. Presentation
for a presentation

When: Start: 2/11/2014 Time: 8:00 AM/PM and 12:45 pm
End: 2/11/2014 Time: 9:30 AM/PM and 2:20 pm
Setup Time none AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Theater

Who: SPS Groups Involved: _____

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

Other Groups/Schools Involved: _____

Total Number of Participants: 95-100

About: Departments: 6th grade

Activity Type: In house presentation.
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: presentation
(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 Lucy Kozikowski Director of Studies Chris Miller IT Dept _____

Athletic Director _____ Maintenance _____ scanned _____

Business Office _____ Coordinator(s) _____ attach. _____