

Calendar of Events Page

Notice must be given in writing within [3] THREE WORKING DAYS of the event. Responsible parties will be held financially accountable for charges that would have been incurred due to commitments made to facilitate the event if proper notice is not given to the Department of Conference Services.

[Empty rectangular box for event details]

!" CANCELLATION OF ENTIRE EVENT

!" CANCEL FOLLOWING ITEMS ONLY: _____

!" DATE [S] CHANGE Change Requested: _____

!" TIME CHANGE Change Requested: _____

!" ROOM CHANGE Change Requested _____

!" SET UP CHANGE Change Requested: _____

REFERENCE NUMBER _____ DATE[S] OF EVENT _____

LOCATION[S] _____

SPONSORING ORGANIZATION _____

REQUESTOR _____ PHONE _____

Department Approval _____

Conference Services Use Only

Approval _____

Reference Number _____ Entered By _____ Date _____