Cleveland State University minimum o

			f [5] FIVE	
			CAN	ICELI
		Calenda	r of Events Page	
	eld financially accountable	must be given in writing within [3] THRENEORN for adharges that would have been incurred august		rties
vent if	proper notice is not given to	etDepartment of Conference Services.		1
!"	CANCELLATION OF EN	ITIRE EVENT		
!"	CANCEL FOLLOWING ITEMS ON LY:			
<u>!</u> "	DATE [S] CHANGE	Change Requested:		
!"	TIME CHANGE	ChangeRequesed:		
!"	ROOM CHANGE	ChangeRequested		<u> </u>
!"	SET UP CHANGE	ChangeRequesed:		_
	REFERE	NCE NUMBER	DATE[S] OF EVENT	
	LOCATIO	DN[S]		
		DRING ORGANIZATION		
REQUESTOR			PHONE	
Depa				
Conference Services Use Only				
Appro	oval			
Reference Number		Entered By	Date	