

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 _____