EXISTING EVENT <u>UPDATE</u> / <u>CHANGE</u> REQUEST FORM

This form is to be used when making changes to an existing event, meeting or group which is already on the master calendar. Please **DO NOT WRITE DIRECTLY ON THE MASTER CALENDAR PAGES** as it causes confusion and extra work in the office. Please complete the form as completely as possible and leave on the secretary's desk. Thank you for your cooperation.

Event Name:		
Date(s):		
Location:		
Start Time:	End Time:	
Contact Name:		Phone:
Change(s) - please be spec	cific as to time, date, location, a	additions, etc.:
Submitted by:		Date:
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Date(s):		
	End Time:	
Contact Name:		Phone:
Change(s) - please be spec	cific as to time, date, location, a	additions, etc.:
Submitted by:		Date: