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 **<u>DO NOT WRITE DIRECTLY ON THE MASTER CALENDAR PAGES</u>** 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 specific as to time, date, location, additions, etc.:

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_____

Submitted by: _____ **Date:** _____

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