

REQUEST FOR ADDITION(S) TO THE CALENDAR

Proposed additions to the calendar should be cleared with the calendar coordinator to avoid departmental conflicts and to check on room availability. Assuming there are no major conflicts and space is available for the proposed event, calendar additions should be submitted to the DEO for approval with the following information:

Today's Date: _____ Rooms Requested: _____

Name, instrument/voice _____

Date requested: _____ Email: _____

List Rehearsal Requests Date _____

Please explain the nature of request: _____

Faculty Member's signature: _____

***For Events Which Involve Outside Organizations or Individuals,
Please Supply the Following Information***

Co-sponsoring Organization (if a _____

Contact Person's Name _____

Address/Phone _____

Expenses will be paid by _____

Publicity will be provided by _____

Who will handle arrangements on the day of the event
(unlocking, locking doors, etc.)? _____

DEO Approval: _____

Date

DEO Comments: