

CALENDAR CHANGE REQUEST FORM

Organization _____

Contact Person _____

Day Phone _____

Night Phone _____

The following event is listed incorrectly on the 2014/2015 calendar:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

Please change it to:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

The following event is listed incorrectly on the 2014/2015 calendar:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

Please change it to:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

The following event is listed incorrectly on the 2014/2015 calendar:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

Please change it to:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

The following was not included on the 2014/2015 calendar. Please add it:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

The following was not included on the 2014/2015 calendar. Please add it:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

The following was included on the calendar, but should not have been. Please delete it:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

The following was included on the calendar, but should not have been. Please delete it:

Location	Date	Start Time	End Time	Event Name
_____	_____	_____	_____	_____

=====

Please use the other side for any additional changes. Follow the above format.
Return this form by July 31st; otherwise we will presume the calendar is correct.

