

## CALENDAR REQUEST FORM

Today's date: \_\_\_\_\_

Brief description of your event:

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Requested place of event: \_\_\_\_\_

Date(s) of event:

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*For multiple dates, please list each date separated by a comma.*

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Your name: \_\_\_\_\_ Group: \_\_\_\_\_

Your phone number: \_\_\_\_\_ Your email: \_\_\_\_\_

*Please do not make any further plans until you have been notified that your event has been officially scheduled.*

For office use only:

Approved by: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Calendar \_\_\_\_\_ Date: \_\_\_\_\_