



# CHANGE FORM

OFFICE OF \_\_\_\_\_

Event Title: \_\_\_\_\_

Sponsor/Department/Organization: \_\_\_\_\_

Representative Requesting Change: \_\_\_\_\_ Phone: \_\_\_\_\_

## ORIGINAL INFORMATION

## NEW INFO &/OR CHANGES

Date(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

*Please Cancel Reservation:* \_\_\_\_\_

Location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set Up: keep original \_\_\_\_\_ change \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set Up: Change / ADD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment/AV  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment/AV  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### For Office Use Only:

Approved: \_\_\_\_\_  
Office of College Events

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

#### Copies Sent to:

Advisor \_\_\_\_\_  
Athletics \_\_\_\_\_  
AV \_\_\_\_\_  
BASC \_\_\_\_\_

Building Coordinator \_\_\_\_\_  
BSG \_\_\_\_\_  
Rec. Svcs. \_\_\_\_\_  
Concessions \_\_\_\_\_

Facilities \_\_\_\_\_  
Fine Arts \_\_\_\_\_  
Parking \_\_\_\_\_  
Utilities \_\_\_\_\_

Registrar \_\_\_\_\_  
Set Up \_\_\_\_\_  
U. Police \_\_\_\_\_