**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:** ___________________________________________________________

- **DEO Comments:**

8/2002