

CALENDAR ENTRY REQUEST

BEFORE SUBMITTING REQUEST, PLEASE CHECK CALENDAR TO VERIFY TIME-SLOT IS AVAILABLE. IF YOU CANNOT VIEW CALENDAR, PLEASE CALL CALENDAR MANAGER TO REQUEST ADDING YOUR EVENT.

PLEASE COMPLETE THE FOLLOWING:

NAME:

PHONE:

EMAIL:

CALENDAR EVENT ENTRY:

FREQUENCY: WEEKLY MONTHLY ANNUAL ONE-TIME

IF WEEKLY - CHECK THE DAYS OF WEEK EVENT OCCURS

IF MONTHLY OR ANNUAL - CHECK COMBINATION OF FREQUENCY OF DAY AND THE DAY
EXAMPLE: FIRST MONDAY OF MONTH - CHECK FIRST AND MONDAY.

	FIRST	SECOND	THIRD	FOURTH	LAST	EVERY
DAYS:	SUNDAY		MONDAY		TUESDAY	WEDNESDAY
		THURSDAY	FRIDAY		SATURDAY	

ENTER START DATE AND TIME:

IF EVENT HAS AN END-DATE PLEASE ENTER IT HERE -

IF CONTACT PERSON SAME AS ABOVE PLEASE CHECK HERE:

ELSE PLEASE COMPLETE FOLLOWING:

NAME:

PHONE:

ENTER LOCATION OF EVENT:

MESSAGE - USE FOR CLARIFICATION:

AFTER COMPLETING PLEASE SAVE/EXPORT AS PDF AND ATTACH TO EMAIL DIRECTED TO - CALENDAR MANAGER.