To: Faculty, Staff, and Students
From: Shanon Green, Director of Student Activities
Re: 2008 – 2009 Activities Calendar

Requests for information for the 2008-2009 activities calendar are now being accepted. Please provide the information requested below and return the completed form to Shanon in the Student Activities Center or via email. **All requests should be submitted by Friday, April 25.** We will not be able to include any information received after the deadline. For clubs and organizations, this information will also be used to reserve your location(s) as well as any set-up and tech needs for your events. For all other groups outside of clubs/organizations, please note you are responsible for arranging your room reservations through Paula Finton in conference services.

Please note that if your organization is unsure about the date of an event, do not include it on this sheet so that only accurate information is printed on the calendar. Also remember that these events should be activities that are open to the entire campus such as dances, presentations, etc. and not group-only activities. You will be notified if any changes need to be made to your schedule. If you have questions, please contact Shanon at ext. 5029 or via email at slgreen@manchester.edu. Thank you for your cooperation!

Organization:

Contact Person / Advisor:

Phone #:

DATE OF EVENT	RESERVATION TIME	EVENT TIME	DESIRED LOCATION	NAME OF EVENT	SET-UP NEEDS	TECH NEEDS

Please feel free to attach an additional sheet if necessary.