

MASTER CALENDAR SUBMISSION FORM
Scheduling Events at Beloit College

Please complete form in blue or black ink only. Before completing this form, reserve a room with the facility coordinator. Contact Public Affairs with any updates or changes to help maintain an accurate listing on the calendar. *Presenting Successful Events at Beloit College* and a facilities checklist are available from the Office of Public Affairs. More forms can be obtained from Public Affairs. **Once your master calendar submission has been entered, you will receive an email notice with the information as it is posted on the master calendar. You will have an opportunity to review this information and reply with any necessary changes and/or additions. No reply within 3 days will be confirmation that all information is posted correctly and no changes will be made.**

EVENT INFORMATION

Title: _____		Day: M T W Th F S Su		Date(s): _____	
(as it should appear on the Master Calendar)					
Description: _____					
PRESS RELEASE or <i>Weekly</i> NOTICE REQUESTED <i>(please attach program information)</i> MEETING ONLY					
Audience: Students Faculty Admin. Staff Invitation Only Off-campus guests welcome					
Event Coordinator: _____			Phone: _____		Box #: _____
Sponsoring Dept: _____			Email: _____		
Hours of Event: _____ to _____		include am or pm)		Acct #: _____	
Will Admission be Charged?:		No	Yes	General: \$ _____	Other: \$ _____

FACILITY INFORMATION

Room: _____	Building: _____
<i>Total hours include deliveries, rehearsal, setup, and cleanup time. Please arrange services with the facility coordinator or the appropriate department.</i>	
Total Hours Needed: _____ to _____	Outdoor Location: _____
Doors Open At: _____	

REQUIRED SIGNATURES *(required or form will be returned)*

Department Head or Advisor: _____	Date: _____
Facility Coordinator: _____	Date: _____
Master Calendar Coordinator: Jenny Tschudy	Date: _____

Send copies to: _____

REVISIONS AND UPDATES

Use this section on a copy of the original form for rescheduled dates, cancellations, time changes, or event updates. (please obtain facility coordinator signature)

REVISED Hours of Event: _____	
REVISED Day: M T W Th F S Su	REVISED Date: _____
REVISED Room: _____	REVISED Building: _____
REVISED Facility Coordinator: _____	Date: _____

FACILITY COORDINATORS

Sports Center, Field House, Strong Stadium	Breeze Barlament.....	(2238)
Commons, Presidents Lounge (Chapin)	Secretary.....	(2575)
Morse Library and Richard Black Information Center.....	Pegg Stoddard.....	(2483)
Logan Museum Galleries, Godfrey Building Lobby	Jean Brady.....	(2361)
Wright Museum.....	Emily Nie.....	(2151)
Eaton Chapel, Wilson Theatre	Lori Davis.....	(2366)
Outdoor Space	Michael Brady.....	(2200)
Aldrich Classroom, Chapin Classroom, Richardson Auditorium, language lab (WAC), Writing Center, Fireplace Lounge, Science Center.....	Sherry Sandee	(2640)
Blaisdell Lounge, Koehler Room (Chapin), Guest House.....	Barb Cavanagh.....	(2350)
Pearsons Hall	Candy Nelson.....	(2301)
All summer events.....	Chris Behling	(2672)
Neese Theatre, Kresge Theatre	Rod Umlas.....	(2685)
Middle College 2 nd floor conference room	Louise Denk.....	(2025)
Science Center Atrium, Room 101.....	Doreen Dalman	(2226)
<i>Beloit Poetry Garden</i>	Jenny Tschudy	(2625)

