

# Cleveland State University

Department of Conference Services  
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# Change/Cancellation Form

Changes must be submitted to the Department of Conference Services a **minimum of [5] FIVE working days** prior to the event.

Calendar of Events Page

**CANCELLATION NOTICE:** Notice must be given in writing within [3] THREE WORKING DAYS of the event. Responsible parties will be held financially accountable for all charges that would have been incurred because of commitments made to facilitate the event if proper notice is not given to the Department of Conference Services.

## ORIGINAL EVENT INFORMATION:

NAME / DESCRIPTION OF EVENT \_\_\_\_\_

REFERENCE NUMBER \_\_\_\_\_ DATE[S] OF EVENT \_\_\_\_\_

LOCATION[S] \_\_\_\_\_

SPONSORING ORGANIZATION \_\_\_\_\_

REQUESTOR \_\_\_\_\_ PHONE \_\_\_\_\_

- CANCELLATION OF ENTIRE EVENT
- CANCEL FOLLOWING ITEMS ONLY: \_\_\_\_\_
- DATE [S] CHANGE      Change Requested: \_\_\_\_\_
- TIME CHANGE      Change Requested: \_\_\_\_\_
- ROOM CHANGE      Change Requested: \_\_\_\_\_
- SET UP CHANGE      Change Requested: \_\_\_\_\_
- EQUIPMENT CHANGE      Change Requested: \_\_\_\_\_
- Special instructions or diagram. Use other side if necessary.

Department Approval \_\_\_\_\_

## Conference Services Use Only

Approval \_\_\_\_\_

Reference Number \_\_\_\_\_ Entered By \_\_\_\_\_ Date \_\_\_\_\_