

CHANGE OF DATE/TIME/ROOM OF AN EXISTING EVENT
(Cambio de FECHA/HORA/SALON de un evento en el calendario)

Organization: _____
(Organización)

Event: _____

Date/Time/Room of Event BEFORE: *(Fecha /Hora/Salón del evento ANTES)*

Date/Time/Room of Event NOW requesting: *(Fecha /Hora/Salón del evento que AHORA esta solicitando)*

Room:	_____ Church	_____ Living Room
<i>(Salon Deseado)</i>	_____ Conference Room 1	_____ Room 8 in the School
	_____ Conference Room 2	_____ Room 10 in the School
	_____ Conference Room 3	_____ Room 11 in the School
	_____ Conference Room 4	_____ Milani
	_____ Patio	_____ Day Care
	_____ Kitchen	_____ Field
	_____ Gym	_____ Church Vestibule
	_____ Nursery	_____ Picnic Area

Contact Person: _____ **Telephone:** _____
(Persona Responsable) *(Número de Teléfono)*

Date of Request: _____
(Fecha de Solicitud)

****Reminder:** It is IMPORTANT that before you submit your change request to make sure that the change does not conflict an existing event on the calendar.
cambio no este en conflicto con un evento existente en el calendario.

For Office Use Only *(Para uso de la Oficina Solamente)*

Approved by: _____ **Date:** _____

Calendar: _____ **Contact Person Informed:** _____ **Contact Person Informed:** _____

Google Calendar: _____