

Cleveland State University

Department of Conference Services
2121 Euclid Avenue · SC140
Cleveland, OH 44115
Phone: (216) 523-7203 (216) 687-2268
Fax: (216) 687-5545

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 _____