



Calendar Request Form

Name: _____

Calendar Item Title: _____

Date of Calendar Item: _____ Today's Date: _____

Start Time: _____

End Time: _____ (please estimate if you're unsure of the specific end time)

All Day: YES (*Example: An A Day would be marked as All Day*)

NOTE: If you fail to identify a start time AND end time the event will be marked as an All Day.

Calendar Item Location: _____

NOTE: If you need the Media Center please complete the Media Center Request Form

Circle the category your calendar item relates to:

Academics Admissions Alumni Drama/Theatre Faith Guidance
Music Student Life Support Athletics – *Indicate the sport:* _____

NOTE: Please submit this form to the Athletic Office if it's affiliated with athletics

Does this calendar item need special approval from an Administrator? YES NO

OFFICE USE ONLY

☐ Approved ☐ Added to the calendar ☐ Approved by administrator (*if needed*): Initial _____