

Purdue University Calendar Office Activity Approval Form

Conf Coord N/C
37073

2019

Title: **Science Distinguished Alumni**

Start Date: **Thursday, April 04, 2019**

End Date: **Saturday, April 06, 2019**

Est Attend: 100

Start Time: **8:00:00 AM**

End Time: **5:00:00 PM**

Under 18:

FEE AND CANCELLATION POLICY:

Cancelled programs may incur cancellation fees for facilities and services if released within the year prior to the event. Please refer to Room Scheduling and Building Use Policies for the Purdue Memorial Union and Stewart Center: <http://union.purdue.edu/documents/pmu/PMUPolicies.pdf>. Should you find it necessary to cancel this program, please contact the University Calendar Office at 765-494-7230 or email calendar@purdue.edu.

RESERVED MEETING FACILITIES:

Program to be arranged by chairperson

APPROVAL: The sponsoring department understands the fee and cancellation policy and approval is hereby granted for this event. We request the signatures of the chairperson/contact and person fiscally responsible.

Dept Fund: _____ Dept Cost Center / RIO: _____

Chairperson/Contact: _____
Signature Date

Fiscal Responsible Contact _____
Signature Date

Official University approval is hereby granted for this event.

Director, Conference Division Date

UNION CLUB HOTEL REQUEST:

Union Club rooms for the night(s) of _____ thru _____
Union Club rooms for the night(s) of _____ thru _____
Union Club rooms for the night(s) of _____ thru _____

NOTE: Individual hotel requests MUST be received 10 days prior to start of hotel reservation or the above room block is released. Space request is not guaranteed until this form is signed by Union Club Director.

Union Club Note:

UNIVERSITY RESIDENCES REQUEST:

Space request is not guaranteed until this form is signed by University Residences.

Dates: Check-in _____ Check-out _____

of Spaces:

Dining Srv: No Adult: Youth: Female: Male:

Res Hall Note:

Chairperson: Janelle Musch
Chair Phone: 765-494-0586
Cost Center: 4018001000 Building: MATH
Dept Name Science Administration
Conf Coord Assigned: **No Coordinator** Phone:
E-mail cecSysAdmin@gmail.com Previous:

Contact:
Phone:
Fax:
E-mail:
Address:

FACILITIES RESERVATIONS APPROVED BY:

Facilities, Memorial Union	Date	Elliott, Fowler, Loeb	Date	Athletics	Date	University Residences	Date
PMU Scheduling	Date	Union Club	Date	Space Management	Date	Other	Date