



Office of Reservations
229.931.2368 OFFICE
229.931.2835 FAX

800 Georgia Southwestern State University Drive
Americus, GA 31709-4379

MEMORANDUM

To: Office of Reservations
Service Solutions
Public Safety
Physical Plant (If necessary)
Person Submitting Form

From Person/Sponsor/Representative Requesting Cancellation/Change:
Note: Cancellations/Changes should be requested as soon they become known.

RE: Change/Cancellation in Facility Scheduling

Date Change/Cancellation Form Submitted:

NOTICE OF CHANGE/CANCELLATION

Date Event is Scheduled for:

Facility Scheduled:

Event:

Please Mark the necessary changes below:

- Cancel Event
Change Facility Schedule to: (Make sure you have approval prior to facility change.)
Change Date Scheduled to:
Change Time Scheduled to:
Change Set-up required to:

Comments: