

# CALENDAR ADDITION/ CHANGE REQUEST

TODAY'S DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_ CURRENT EVENT DATE: \_\_\_\_\_

PLEASE CHECK APPROPRIATE BOX:  ADD EVENT  DELETE EVENT

MOVE EVENT FROM: \_\_\_\_\_ TO: \_\_\_\_\_

START & END TIME: \_\_\_\_\_

REVISED START & END TIME: \_\_\_\_\_

REASON FOR ADDITION/DELETION/MOVE: \_\_\_\_\_

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**THE CHANGE REQUEST PROCESS IS APPROXIMATELY TWO WEEKS**

ASSISTANT PRINCIPAL : \_\_\_\_\_  
(SIGNATURE)

EXECUTIVE COUNCIL: \_\_\_\_\_ APPROVED \_\_\_\_ DENIED \_\_\_\_  
(PRESIDENT OR PRINCIPAL INITIAL)

**IF THE CHANGE REQUEST IS APPROVED THIS FORM WILL BE SUBMITTED TO THE ASSOCIATE FOR WEBSITE AND SOCIAL MEDIA TO COMPLETE THE REQUEST.**

ASSOCIATE FOR WEBSITE AND SOCIAL MEDIA: \_\_\_\_\_ DATE: \_\_\_\_\_  
(INITIAL)