Cleveland State University minimum o

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	Notice		dar of Events Page RKING DAYS of the event. Responsible partie	00
	neld financially accountable	friust be given in writing within [3] THREEOF for atharges that would have been incurredated etDepartment of Conference Services.		38
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	CANCELLATION OF ENTIRE EVENT			
!"	CANCEL FOLLOWING ITEMS ON LY:			
!"	DATE [S] CHANGE	Change Requested:		
!"	TIME CHANGE	ChangeRequesed:		
!"	ROOM CHANGE	ChangeRequested		
!"	SET UP CHANGE	ChangeRequesed:		_
	REFERE	NCE NUMBER	DATE[S] OF EVENT	
	LOCATIO	DN[S]		
	SPONSO	DRING ORGANIZATION		
	REQUES	STOR	PHONE	
Depa	artment Approval			
		Conference Services Use Only		
Appr	oval			
Refe	rence Number	Entered By	Date	