



Notice of Change
University of Missouri-St. Louis
 Office of Building Operations • Division of Administrative Services

8001 Natural Bridge Road • 218 Millennium Student Center • St. Louis, MO 63121 • 314-516-4346 • 314-516-5320 Fax

Today's Date: _____ **Event Date:** _____

Event Location: _____ **Event Title:** _____

Sponsor: _____ **Reservation ID #:** _____

Requestor: _____ **Campus Address:** _____

Phone: _____ / _____ **Fax:** _____ **E-mail:** _____
Day Evening

Cancel Event [] **Cancel Audio-Visual** [] **Change Date To:** _____

Change Location To: _____

Add Account #: _____ - _____ **Change Account # To:** _____ - _____
11-digits 11-digit

Add MoCode: _____ **Change MoCode To:** _____

Change Beginning Time To: _____ **Change Ending Time To:** _____

Change Number Attending To: _____ **Change Setup To:** _____

Other

Additions: _____

Deletions: _____

Special Instructions: _____

A notice of change form must be submitted for all revisions. Only three changes will be accepted per booking without charge, so please plan carefully. An administrative fee of \$10.00 will apply for each additional change. If your setup information is not received 4 days prior to your event, Your reservation will automatically be deleted. We can not guarantee that all of your setup needs will be met past the deadline and you will be billed per item after deadline. For detailed setup information, call 516-5262. Fax all diagrams to 516-5320.

Processed by: _____ Date: _____