



**THE LAWRENCE
HALL OF SCIENCE**
UNIVERSITY OF CALIFORNIA, BERKELEY

EVENT CALENDAR

EVENT DATE: _____ / _____ / _____
DAY(S) OF THE WEEK MONTH DAY(S) YEAR

E-MAIL OR SEND COPIES OF COMPLETED FORMS AT LEAST **THREE WEEKS** PRIOR TO EVENT TO:
EDF@BERKELEY.EDU OR VISITOR PROGRAMS, BOX 11

New Listing	Update	Cancellation
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Use a separate form for each event

Event Title(s): _____
(include alternate titles) _____

Event Day/Date(s)	Time: Start*/End*	Location(s)	# Attending
_____ / _____	_____	_____	_____
_____ / _____	_____	_____	_____

*Actual start time guests/program will begin and end. Indicate below the time staff may be needed at the Visitor Services Desk.

Sponsoring Department/Groups: _____
(Include LHS & outside co-sponsors) _____

Contact Person(s): _____ Phone# _____
Phone# _____

Description of Event: _____
(i.e.: lecture, workshop, reception, dinner, open to public/LHS staff, names of speakers, etc)

STAFFING NEEDS

Important - Visitor Programs must receive copies of this form **3 WEEKS** prior to event to arrange for staffing. Contact Visitor Programs **in person** if time is short or needs change. (Departmental recharges may be required.)

FRONT DESK (Weekdays before 8:30 am; **weekends** before 9:00 am, daily after 5:00 pm)

CUSTODIAN (For advance preparation and cleanup after events)

EXHIBITS (For special exhibit turn on/turn off, moving, extra cleaning needs)

OTHER (Parking passes reserved for guests)

Staffing Details: _____

Chart of Accounts to Charge: _____ - _____ - _____ - _____
Fund Dept (Org) Prog Chtfield 1(Proj) Chtfield 2(Flex)

Submit **one form** for **each** event, meeting, etc. held here or **elsewhere**, that involves Hall staff, space, or could elicit inquiries from the public. Information from these forms will be used to make a weekly LHS calendar of events, and will be used by Visitor Programs Staff to answer phone and visitor inquiries. The calendar will also be used by the Director's Office, custodial crews, and all interested LHS staff to stay informed of Hall activities.

Please remember to update your entries with new information and cancellations.

E-mail or provide copies of completed forms at least **THREE WEEKS** prior to event to:

edf@berkeley.edu or Visitor Programs, Box 11

Submitted By:	Phone#	Date:
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