

**D. P. Culp University Center
P.O. Box 70692
East Tennessee State University
Johnson City, TN 37614
Voice: 423/439-4342 - Fax: 423/439-6825**

“Reservation Change/Cancellation” form

Change:_____

Cancellation:_____

1. Program or Event Title:_____
2. Sponsoring Group:_____
3. Contact Person:_____ Office Phone #_____/fax #_____
2nd contact phone #_____ fax#_____
4. Event Date:_____ Event Time:_____
Set-Up Date:_____ Set-Up Time:_____
5. Program Description (lecture, meeting, banquet, etc.):_____
6. Location (Room# or Name):_____
7. Food Service requested: yes____ no____ Location:_____

The facility indicated is unavailable for the date and /or time requested. Please contact the Culp Center Reservations Office at 9-4342 for alternative scheduling.

Comments: Please list the requested change/cancellation. Specific details needed:

Audio/Visual/Tech

Special Set-Ups

_____/Reservationist Date:_____ Confirmation #_____