

As of August 31, 2005

## University Society of Providence Activities Form

Before completing this form, call one of the Activities Co-Chairpersons listed in the monthly newsletter to determine what dates are available on the calendar. If you do not want another event scheduled on the same day as your planned event, please indicate that when speaking to the co-chair and check the box below when you complete this form. Once you have both agreed on a date for your event, you can fill in this activity form and forward it to a co-chair (E-Mail preferred). **Note: Continue on another sheet if you run out of room either for the location, description and/or directions. Remember that your completed form and any sheets must be received by the 10th of the month preceding the date of the event in order to be included in next month's bulletin.**

**Type of Activity:**

**Day of the Week:**

**Date:**

**Time:**

**Location of Activity: (Street Address)**

**(City/Town, State)**

**Phone #:**

**Host(ess):**

**Phone #:**

**E-Mail Address of Host(ess) (if available):**

**Co-Host(ess) (if having one):**

**Phone #:**

**E-Mail Address of Co-Host(ess) (if having one and if available):**

**Cost:**

**Reservation cut off date (if necessary)**

**RSVP to:**

**Do you want any other activity scheduled for the same time ? ( Yes No )**

**Describe the event/activity (continue of separate sheet if necessary):**

## **University Society of Providence Activities Form (Cont'd)**

**Directions to event/activity: (your directions will go in exactly as written) if you want the editor to check our database for directions please check here ( ). If you want the editor to obtain directions from the Internet please check here( ). Otherwise enter the directions (continue on separate sheet if necessary):**

**Disclaimer: Your directions will go in exactly as you write them unless you state otherwise or check the other boxes. You are responsible for your own hand written directions.**

**Specials comments:**

**Cancellation policy: If the activity has already been advertised in the bulletin, in order to cancel it the host(ess) must**

- a contact an activities chairperson,**
- b contact anyone who has already made reservations, and**
- c reschedule the activity in order to receive credit for holding that activity**