ACTIVITY RESERVATION AND CALENDAR OF EVENTS INFORMATION

TERM __ AY 20__ - ___

GROUP : _____

EVENT	TITLE OF EVENT	SET-UP DATE/TIME /REHEARSALS (from what time to what time?)	SHOW PROPER DATE/TIME (from what time to what time?)*	VENUE**	TICKET PRICE/ FREE ADMISSION	SPONSORED? (Check if yes, cross if no)	DESCRIPTION (30 words or less)
1							
2							
3							

***NOTES: * Airconditioning in DLSU venues will automatically open 30 mins. before show schedule and will be closed on the time that you have stated that will end.**
Groups are required to open the house at the latest 30 mins before the show schedule.
****No need to fill up Set-up Date/Time column if the venue is not in DLSU.**