

# PART II - FUNCTION SCHEDULE

Date originated: \_\_\_\_\_

Date Revised: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Organizer/Host Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Day & Date	Function Start Time (US or military)	Function End Time (US or military)	Function Name	Location – Facility	Room Name	Set-up	Set For	Function #

Function Schedule Comments: