

To: Flo Schule <fschule@postoffice.providence.edu>
From: Nancy Kelley <nkelley@providence.edu>
Subject: Re: Request for Reservation/Information
Cc:
Bcc:
Attached:

Okay Flo:

Here is the information. Remember this is all predicated upon them getting the funding for the luncheon in the first place. I should know by the end of the week if that funding will be available. So for now could you please reserve Feinsein 400 as follows:

Date: September 10, 2003
Requested Space: Feinsein 400
Dept of Club: ROTC, Military Science
Event Name: Army Specialized Training Program
Event Time: (actual) 12:00 noon to 1:30 p.m.
Amount of time needed in advance of Event Time: 30 minutes food set up
Set up Required: Tables and chairs for approximately 40 guests, podium, microphone.
Brief description of event: luncheon
Contact Name and Contact Info; Captain Manning, ROTC, ext. 2986
Additional Details: xxx
Open to the public: No, by invitation only

thanks. nancy (upstairs)

At 01:24 PM 8/5/03 -0400, you wrote:

Hi Nancy,

Just fill in what you can for now. If the lunch actually takes place then you can get me the rest of the info.

Due to the new WEB based Event Calendar, there is some additional info that I will need to complete reservations.

Please submit your request for reservation with this information.

Date:

Requested Space:

Dept or Club:
Event Name:
Event Time: (actual start and end time)
Amount of time needed in advance of Event Time: (time that you may need for food or decorations, not physical set up)
Set up Required:
Brief description of event:
Contact Name and contact info:
Additional Details: ID required etc.
Open to the public: Yes or No

Thanks,
Flo Schule
Central Reservations/ Slavin Information
Providence College
(401)865-2070