

Master Calendar Request Form - 2025

Recreation Services

Organization: <u>Villages Webmasters Guild</u>	Name of Event (as to be publicized): <u>Member Meetings</u>
Type of Event (i.e. meeting/social event/class/religious service/training/show/rehearsal/etc.): <u>Meeting</u>	
Main Contact: <u>David Cook</u>	Other Contact: <u>Anahid Gregg</u>
Title: <u>President</u>	Title: <u>Vice President</u>
Phone Number: <u>(408) 835-6946</u>	Phone Number: <u>(408) (732) 742-4874</u>
Email: <u>david@argus.mx</u>	Email: <u>anahid.villages@gmail.com</u>

Please list different types of events on a **separate** calendar request form; any different events listed on the same request form **will** be returned. If needed more forms can be found on the Member Portal or from Building B. **Do not** omit any of the information required in the columns below. A separate key has been provided to help you complete this form. We will make every effort to honor your facility preference; however we reserve the right to substitute facilities due to scheduling needs.

Date(s)	Day(s) of the week: (MO, TU, WE, TH, FR, SA, SU)	EVENT TIME (do not include setup or cleanup)		Facility (see key)	# of People	Food involved (see key)	Alcohol of any kind (see key)	Additional Notes (see key for suggestions)
		Start time	End time					
2/11/25	TU	4:00pm	6:00pm	MC	25	None	N	Chairs to face monitor screen with podium to the right of the screen
5/13/25	TU	7:00pm	9:00pm	MC	25	LR	N	Chairs to face monitor screen with podium to the right of the screen
8/12/25	TU	4:00pm	6:00pm	MC	25	None	N	Chairs to face monitor screen with podium to the right of the screen
11/18/25	TU	4:00pm	6:00pm	MC	25	None	N	Chairs to face monitor screen with podium to the right of the screen
			-					Cribari Conference Room
			-					Would be a good alternative
			-					
			-					
			-					
			-					
			-					