



**Internal Room Reservation & Catering – Request a Change**

**Event Information**

*\* Indicates a required field used to determine which event should be changed.*

\* Date of Event: \_\_\_\_\_

\* Room Reserved: \_\_\_\_\_

\* Time or Title of Event: \_\_\_\_\_

**Requested Changes**

*Type your changes below. All changes must be submitted **48 hours** prior to the event. Changes may include catering, number of attendees, room reservations, technology, event start or end time, event date, cancelations, etc.*

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**Send form to:**

**Jayne Frey**  
Phone: 503.385.4504  
jayne.frey@wesd.org

If the changes **include catering**

If the changes do **not include catering**

**Please Note**

Each department/program should retain a copy of this request for record keeping.

Submitting this form does not guarantee the room or technology will be available. Please wait for confirmation from Jayne Frey that your event information has been changed.