**MEETING LIST CHANGE FORM** Revised–JUNE2013

**Please be sure to fill in all the pertinent information and take special note of those items marked with a star. Incomplete forms will not be processed. Forms without a contact name and number will be discarded.**

# \*CONTACTNAME

**\*CONTACTPHONE# \*DATE SUBMITTED**

\*AREA : (Place an X next to the Area) Detroit East\_\_\_Detroit Central Detroit West x Detroit Tri-City Western Wayne Monroe Bluewater St. Clair/N Macomb Macomb Oakland

# MEETING THAT IS CLOSED AND NEEDS TO BE REMOVED FROM LISTS? YES NO

MEETING NAME DAY AND TIME

* **EXISTING MEETING THAT REQUIRES A CHANGE? YES NO\_\_ (FILL IN ALL THAT APPLY)**

CURRENT INFO: MEETING NAME DAY & TIME

NEW NAME NEW DAY NEW TIME

NEW FACILITY NEW ADDRESS

**FORMAT(SEEKEYBELOW)(C) (O) (NS) (HA) (CF) (CN) (BF) (SS) (RF) (OS) when**

**DIRECTIONS, SPECIAL INSTRUCTIONS: (CROSS-STREETS, UPSTAIRS, DOWNSTAIRS, DOOR TO ENTER, PARKING, ETC.)**

* **NEW MEETING?YES NO**

MEETING NAME DAY TIME

FACILITY NAME CITY

FACILITY ADDRESS

**FORMAT (SEE KEY BELOW) (C) (O) (NS) (HA) (CF) (CN) (BF) (SS) (RF) (OS) when**

**DIRECTIONS, SPECIAL INSTRUCTIONS: (CROSS-STREETS, UPSTAIRS, DOWNSTAIRS, DOOR TO ENTER, PARKING, ETC.)**

KEYTOABBREVIATIONS

(C) Closed meeting (O) Open Meeting (NS) Non-Smoking (HA) Handicapped Accessible (CF) Child Friendly (CN) Common Needs (BF) Barrier Free (SS) Step Study (RF) Rotating Format (OS) Open Speaker

# Add comments on the back. Check this line so I’ll know to look!

Submit form to M.S.O. 726 Livernois, Ferndale, MI, 48220 or emailto:boardmso@sbcglobal.net