

# MEETING LIST CHANGE FORM

Revised – JUNE 2013

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.

\*CONTACT NAME \_\_\_\_\_

\*CONTACT PHONE # \_\_\_\_\_ \*DATE SUBMITTED \_\_\_\_\_

\* AREA : (Place an X next to the Area) Detroit East \_\_\_\_\_ Detroit Central \_\_\_\_\_ Detroit West \_\_\_\_\_ 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 (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.) \_\_\_\_\_

\* 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.) \_\_\_\_\_

## KEY TO ABBREVIATIONS

(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 email to: boardmso@sbcglobal.net