

LAKE CUSHMAN MAINTENANCE COMPANY

MEETING SCHEDULE REQUEST

This can also be completed online <https://tinyurl.com/LCMC-Meeting-Scheduler-Request>

TODAYS DATE: \_\_\_\_\_ PERSON REQUESTING MEETING: \_\_\_\_\_

MEETING DATE REQUESTED: \_\_\_\_\_ MEETING TIME REQUESTED: \_\_\_\_\_

APPROX. MEETING DURATION: \_\_\_\_\_

DESCRIPTION OF MEETING: \_\_\_\_\_

SHOULD THIS MEETING BE POSTED AS: \_\_\_\_\_ ROOM UNAVAILABLE

OR

\_\_\_\_\_ WITH THE MEETING DESCRIPTION

CHECK ALL THAT APPLY:

\_\_\_\_\_ SEND NOTICE TO ALL COMMUNITY MEMBERS VIA THE WEBSITE

\_\_\_\_\_ SEND EMAIL NOTICE TO COMMITTEE MEMBERS

\_\_\_\_\_ SEND EMAIL NOTICE TO STAFF MEMBERS

OTHER NOTIFICATION REQUESTED (Please specify):

\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE (Please initial):

CONFIRMED AND SCHEDULED	_____	DATE:	_____
ADDED TO OUTLOOK RESERVATIONS	_____	DATE:	_____
POSTED ON CONF. ROOM CALENDAR	_____	DATE:	_____
POSTED ON WEB CALENDAR	_____	DATE:	_____
WEB NOTIFICATION SENT	_____	DATE:	_____
OTHER NOTIFICATION	_____	DATE:	_____

SCAN FORM TO \_\_\_\_\_ SHARED FILES: / 05. DOCUMENTS / FORMS / GENERAL FORMS / MEETING SCHEDULE REQUESTS / YYYY

LABEL THE FORM \_\_\_\_\_ MEETING DATE (YYYY-MM-DD), MEETING NAME

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_