

EVENT/ROOM CANCELLATION

As soon as event/room has changed, fill out this form and return it to Susan in the parish office. This can also be done online at www.stjoanhershey.org (downloadable forms)

Date submitted: _____

Submitted by: _____

Original event: _____

Original time & room: _____

_____ **Event Canceled**

_____ **Event Rescheduled**

Date: _____

Start time: _____

Room: _____

Set-up time: _____