

# Shared Calendar Request Form

Last Modified: January 21, 2009

Please complete and print the following form for each shared calendar you wish to have created. The completed form, along with the appropriate chair or supervisor signature must then be sent to User Support Services, who will forward the request to the system administrators for approval.

**Note: The Chair or Supervisor cannot be the same person as the calendar owner!**

Please complete all fields below:

## Group Calendar Account Information

Calendar Name: \_\_\_\_\_

Purpose for the calendar: \_\_\_\_\_

Date to Delete\*: \_\_\_\_\_

\* If permanent, leave blank.

## Calendar Owner Information

Name: \_\_\_\_\_

Department or Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_@longwood.edu

## Chair Or Supervisor Approval

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**IITS will conduct routine checks every semester to verify that this calendar is actively being used. Inactive calendars may be removed from the system.**

By signing, you authorize creation of the above named shared calendar on Longwood's e-mail servers. You verify that the calendar will be used in accordance with Longwood's [Acceptable Use Policy](#) and that any abuse of the calendar will be immediately reported to **IITS**.

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## IITS Approval

Sys. Admin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_