



# Meeting List Correction Form

Addition - New Meeting

Deletion - Meeting Closed

Change - Meeting Changes - Record reason below

Date of Request: \_\_\_\_\_

Old Meeting Day/s: \_\_\_\_\_ New Meeting Day/s \_\_\_\_\_

Old Start Time: \_\_\_\_\_ New Start Time: \_\_\_\_\_ Duration: \_\_\_\_\_

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

Meeting Address: \_\_\_\_\_

**Meeting Format** (Check each box that applies)

- |  |   |
|--|---|
| <input type="checkbox"/> AB: Ask-It-Basket         | <input type="checkbox"/> BT: Basic Text             |
| <input type="checkbox"/> D: Discussion             | <input type="checkbox"/> IP: Informational Pamphlet |
| <input type="checkbox"/> JT: Just For Today        | <input type="checkbox"/> O: Open                    |
| <input type="checkbox"/> Rr: Round Robin           | <input type="checkbox"/> SD: Speaker/Discussion     |
| <input type="checkbox"/> So: Speaker Only          | <input type="checkbox"/> St: Step                   |
| <input type="checkbox"/> To: Topic                 | <input type="checkbox"/> Tr: Tradition              |
| <input type="checkbox"/> WC: Wheelchair Accessible | <input type="checkbox"/> Other: _____               |
| <input type="checkbox"/> Other: _____              | <input type="checkbox"/> Other: _____               |

Explanation of change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GSR Contact info:

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

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

**NOTICE:** This Meeting List Correction Form must be submitted to Public Relations by the last Friday of each month in order for the changes to appear in the next printed meeting list. Email this form to:

[publicrelations@rochesterny-na-org](mailto:publicrelations@rochesterny-na-org)