



Office of Student Activities

April 25, 2016

The Office of Student Activities is in the process of forming the 2016-2017 Activities Calendar and Student Planner. Please submit the information listed below to Sharon Perkins via email at perkinss@gram.edu by **June 6, 2016**.

- Event title
- When
- Where
- Time

Your events will be placed in the calendar; however, an activity clearance form is **necessary** for the event to take place. All clearance forms must be completed two weeks prior to the event; therefore, we encourage you to complete this process as soon as possible to ensure that the location will be available. Activity clearance forms may be picked up in Room 206 of the Favrot Student Union.

A presidential event will supersede any event on the calendar. If your event falls on that date, you will be notified to re-schedule. **Please submit firmly scheduled activities only.** Activities on the calendar that are not fully executed are a reflection on the university. If you need additional information regarding the reservation process, please contact Mrs. Barbara Payne, Activities Coordinator, at 274-3298 or payneb@gram.edu.

Please do not schedule activities on the dates listed below:

Fall Semester

Sept. 15 th	Coronation of Miss Grambling State University
Oct. 3 rd – 7 th	Mid Semester Examinations
Oct. 23 rd -29 th	Homecoming
Dec. 1 st – 2 nd	Reading Period
Dec. 5 th – 9 th	Final Examinations
Dec. 15 th	Tiger Torch Night



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Spring Semester

Mar. 6 th - 10 th	Mid Semester Examinations
Mar. 18 th	49 th Annual Miss Calendar Girl Scholarship Pageant
Mar. 26 th - 31 st	Tiger Fest
Apr. 27 th - 28 th	Reading Period
May 1 st - 5 th	Final Examinations
May 11 th	Tiger Torch Night

You may contact me at 274-6115 for questions regarding the activities calendar.

Thank you for your cooperation.

Sincerely,

Sharon Perkins
Director Favrot Student Union/Campus-Wide Activities
(318) 274-6115
perkinss@gram.edu