



Committee How To: MAKE A CALENDAR REQUEST

Our third-party management team holds the master CREW Chicago calendar. When you are considering an event for something beyond a committee meeting, the steps below should be followed **BEFORE ANNOUNCING THE EVENT** to ensure that we do not overlap events.

Any questions please let us know! The dates and events submitted today will be added of course.

1. **Email to:** crew@corpevent.com
2. **Subject line:** CREW **[COMMITTEE NAME]** event request for **[DATE]**
3. **Body of Email:** Please include the date(s) that you are requesting, time and name of event
4. **WAIT:** CAM Team will check the dates against the master CREW Chicago schedule and let you know if your date has been approved!
5. **WEBSITE:** Once your date is secure you can request it be added to the website via the following link: [EVENT REQUEST FORM](#)