

Event Booking Items Due

As of October 21, 2003

Oregon State University The Leaders of Positive Innovation Retreat Oct 24-Oct 25, 2003

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|--------------------|-----------------|---------------------|
| Bedding Needs | 10/10/2003 | 11 |
| Snacks Requested | 10/10/2003 | 11 |
| Special Diet Needs | 10/10/2003 | 11 |
| Equipment Needs | 10/17/2003 | 4 |
| Final Numbers | 10/17/2003 | 4 |
| Room Assignment | 10/17/2003 | 4 |

First Presbyterian Church Menucha Commission Retreat Oct 25, 03

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|--------------------|-----------------|---------------------|
| Snacks Requested | 10/11/2003 | 10 |
| Special Diet Needs | 10/11/2003 | 10 |
| Equipment Needs | 10/18/2003 | 3 |
| Final Numbers | 10/18/2003 | 3 |

Thomas Jones Personal Retreat Oct 26-Oct 31, 2003

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|---------------|-----------------|---------------------|
| Bedding Needs | 10/12/2003 | 9 |
| Final Numbers | 10/19/2003 | 2 |

National Oceanic Atmospheric Administration Retreat Oct 27-Oct 30, 2003

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Snacks Requested | 10/13/2003 | 7 |
| Special Diet Needs | 10/13/2003 | 7 |
| Signed Booking Sheet | 10/16/2003 | 5 |
| Equipment Needs | 10/20/2003 | 0 |
| Final Numbers | 10/20/2003 | 0 |
| Room Assignment | 10/20/2003 | 0 |

MCTV Staff and Board Retreat Oct 28, 03

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Signed Booking Sheet | 9/25/2003 | 26 |
| Snacks Requested | 10/14/2003 | 7 |
| Special Diet Needs | 10/14/2003 | 7 |

PSU Dean of Students Staff Retreat Oct 29, 03

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Snacks Requested | 10/15/2003 | 6 |
| Special Diet Needs | 10/15/2003 | 6 |
| Signed Booking Sheet | 10/16/2003 | 5 |

Oregon Episcopal School Junior Class Retreat Oct 30-Oct 31, 2003

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|--------------------|-----------------|---------------------|
| Bedding Needs | 10/16/2003 | 5 |
| Snacks Requested | 10/16/2003 | 5 |
| Special Diet Needs | 10/16/2003 | 5 |

Event Booking Items Due
As of October 21, 2003

Cancer Care Resources Women's Retreat **Oct 31-Nov 2, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|--------------------|-----------------|---------------------|
| Bedding Needs | 10/17/2003 | 4 |
| Snacks Requested | 10/17/2003 | 4 |
| Equipment Needs | 10/17/2003 | 4 |
| Special Diet Needs | 10/17/2003 | 4 |

First Unitarian Church Choir Retreat **Nov 1-Nov 2, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|---------------|-----------------|---------------------|
| Bedding Needs | 10/17/2003 | 4 |

Bicycle Transportation Alliance Board and Staff Retreat **Nov 1-Nov 2, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|--------------------|-----------------|---------------------|
| Bedding Needs | 10/18/2003 | 3 |
| Snacks Requested | 10/18/2003 | 3 |
| Special Diet Needs | 10/18/2003 | 3 |

Oregon Education Association Retreat **Nov 6-Nov 8, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|------------------------|-----------------|---------------------|
| Second Reservation Fee | 10/8/2003 | 13 |

Liederkrantz Retreat **Nov 7-Nov 9, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|------------------------|-----------------|---------------------|
| Second Reservation Fee | 9/8/2003 | 43 |

Subud PNW Retreat **Nov 13-Nov 16, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|-----------------------|-----------------|---------------------|
| Third Reservation Fee | 9/14/2003 | 37 |

UW: School of Medicine College Heads Retreat **Nov 21-Nov 23, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Signed Booking Sheet | 9/17/2003 | 34 |

Sharon Thompson Personal Retreat **Nov 21-Nov 23, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Signed Booking Sheet | 10/17/2003 | 4 |

University of Oregon LERC Retreat **Dec 2-Dec 5, 2003**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Signed Booking Sheet | 10/10/2003 | 11 |

NW Osteopathic Study Group Retreat **Jan 19-Jan 22, 2004**

| <u>Item</u> | <u>Due Date</u> | <u>Days Overdue</u> |
|----------------------|-----------------|---------------------|
| Signed Booking Sheet | 9/4/2003 | 47 |