



ASIAN CENTER FACILITIES AND RENTALS
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UPDATE OF EVENT INFORMATION

ABOUT THE CLIENT

Organization/Institution:	TIN Number of Institution:
Contact Person:	Contact Number:
Position in Institution:	Email Address:

EVENT DETAILS

Chosen Venue/s:	
Event Name:	
Event Dates:	Event Type:
Event Time:	Expected No. of Attendees:
Details Updated:	

Requested by:

Noted by:

CLIENT NAME

Organization

LEIGH DONAIRE-DASTAS

Reservations Officer, UP Asian Center

Date:

Date: