

<b>FACULTY/STAFF GUEST NOTIFICATION FORM</b>
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*Please complete the following information and return completed form to security guard on duty in lobby. Thank you!*

_____	_____	_____
<b>Your Name</b>	<b>Office Phone</b>	<b>Mobile Phone</b>
_____	_____	_____
<b>Guest Name</b>	<b>Date of Visit</b>	<b>Time of Visit</b>

**Special Instructions**

- Call me when guest arrives and I will meet them in the lobby
- I will be in classroom \_\_\_\_\_. Please send them directly to that room.
- Other:

\_\_\_\_\_  
\_\_\_\_\_

_____	_____
Signature	Date