

Angelo State University
 "Black Out Dates"
 For Implementation of SCT Banner Solutions
 Date Prepared: December 5th, 2003

Instructions:

The purpose of this calendar is to identify dates that you or your team will not be available to work on this project. Please go to the section of the worksheet that applies to your functional area and shade the days/weeks that you or your team will be unavailable to work on this project. Examples of reasons why you or someone will not be available are vacation, conferences, intense business periods, etc...

Please review the legend below before filling out the black out calendar. You can fill out the calendar by clicking on the cell you want to "blackout". On your main toolbar, click on the arrow to the right of the button that looks like a paint bucket. Select the appropriate color based on the legend shown below. The cell should change colors.

Legend:

- Shade black if no one is available in your office to work on this project.
- Shade gray if at least one person is available in your office to work on this project.

Place your mouse pointer over the "red" area in the corner of this cell to see a comment
 Feel free to add comments to the cells you shade black or gray. This can be done by clicking on the shaded cell. Go to the "Insert" file menu and select "Comment". Type your comment.

Blackout Calendar 2009	CAMPUS-WIDE HOLIDAYS & CLOSING DAYS					
Team Lead Name		Department Name	Department Name	Department Name	Department Name	Department Name
Name						
Team Members						
Name						
Name						
Name						
2009						
January						
1/5 to 1/9						
1/12 to 1/16						
1/19 to 1/23						
1/26 to 1/30						
February						
2/2 to 2/6						
2/9 to 2/13						
2/16 to 2/20						
2/23 to 2/27						
March						
3/2 to 3/6						
3/9 to 3/13						
3/16 to 3/20						
3/23 to 3/27						
3/30 to 4/3						
April						
4/6 to 4/10						
4/13 to 4/17						
4/20 to 4/24						
4/27 to 5/1						
May						
5/4 to 5/8						
5/11 to 5/15						
5/18 to 5/22						
5/25 to 5/29						
June						
6/1 to 6/5						
6/8 to 6/12						
6/15 to 6/19						
6/22 to 6/26						

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Blackout Calendar 2009	CAMPUS-WIDE HOLIDAYS & CLOSING DAYS					
Team Lead Name		Department Name	Department Name	Department Name	Department Name	Department Name
Name						
Team Members						
6/29 to 7/3						
July						
7/6 to 7/10						
7/13 to 7/17						
7/20 to 7/24						
7/27 to 7/31						
August						
8/3 to 8/7						
8/10 to 8/14						
8/17 to 8/21						
8/24 to 8/28						
Sept						
8/31 to 9/4						
9/7 to 9/11						
9/14 to 9/18						
9/21 to 9/25						
9/28 to 10/2						
Oct						
10/5 to 10/9						
10/12 to 10/16						
10/19 to 10/23						
10/26 to 10/30						
Nov						
11/2 to 11/6						
11/9 to 11/13						
11/16 to 11/20						
11/23 to 11/27						
Dec						
11/30 to 12/4						
12/7 to 12/11						
12/14 to 12/18						
12/21 to 12/25						
12/28 to 12/31						