

Questions to ask for Meeting Room Schedule

1.) Today's Date: _____

2.) Name: _____

2a.) Can be reached at (phone) _____

(e-mail) _____

3.) Organization Name: _____

4.) Organization Address: _____

5.) Date(s) requested for meeting room: _____

Time meeting will begin (including set-up time): _____

Time meeting will end (including clean-up time): _____

Would like to use:

LCD projector* (*must provide own laptop)

Notes: _____
