








To best utilize our meeting space at the National Convention, we need your assistance. If your post or department would like to reserve a meeting room please complete the following form and return it to the National Meeting Planner by Friday, **July 18, 2008**. On-site requests are based on availability and cannot be guaranteed.

All meeting rooms and additional specifications will be reviewed and approved by the National Executive Director and are based on a first-come, first-served bases. Please do not consider completing and submitting this form as a confirmation for your request. You must receive a confirmation from the National Meeting Planner that your request has been approved and there is availability. We will try our best to accommodate your needs. Jim King

Date of Request:

| Contact Information | | | | | | |
|--|--|---|--|--|--|---|
| Name: | | | Title: | | | |
| State Department: | | | Post: | | | |
| Phone Number: () | | | Email Address: | | | |
| General Meeting Information | | | | | | |
| Name of Meeting: | | | | | | |
| Date of Meeting: | | | | | | |
| Start Time of Meeting: | | | End Time of Meeting: | | | |
| Time you would like your room set-up: | | | Number of attendees: | | | |
| Can we post this meeting on the Public Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Meeting Specifications | | | | | | |
| Please select your room layout | | | | | | |
|  Classroom <input type="checkbox"/> |  Theater <input type="checkbox"/> |  Banquet 10 <input type="checkbox"/> |  Reception <input type="checkbox"/> |  Conference <input type="checkbox"/> |  U-Shape <input type="checkbox"/> |  H-Square <input type="checkbox"/> |
| What A/V equipment will you need: <input type="checkbox"/> Laptop <input type="checkbox"/> Screen <input type="checkbox"/> Projector <input type="checkbox"/> OTHER (Please explain) | | | | | | |
| Please fax this form to the National Meeting Planner by July 18, 2008. | | | | | | |
| Fax: (301) 459-7924 | | | | | | |