



DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ **MEETING DATE:** \_\_\_\_\_

MEETING NAME: \_\_\_\_\_

Copies: \_\_\_\_\_

CONFERENCE ROOM  Paul Clark  John Todd  Ron Stever Account # \_\_\_\_\_

**Reader board to read “Welcome \_\_\_\_\_**  
\_\_\_\_\_



**CATERER** \_\_\_\_\_

Phone: \_\_\_\_\_ # People \_\_\_\_\_

Phone: \_\_\_\_\_ # People \_\_\_\_\_

**BREAKFAST**

**LUNCH**

Delivery Time: \_\_\_\_\_ Start Time: \_\_\_\_\_

Delivery Time: \_\_\_\_\_ Start Time: \_\_\_\_\_


**ATTENDEES (Total Number: \_\_\_\_\_)**


**! SPECIAL REQUESTS (Include Van, Room Set and IT requirements)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_