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Collection: Green, Max: Files
Folder Title: Briefing National Newish Coalition
Soviet Emigres 01/25/1988
Box: 41

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Executive Office of the President
CONFERENCE ROOM RESERVATION REQUEST

NAME: <u>MAX GREEN</u>		EXTENSION: <u>6270</u>	
OFFICE/AGENCY: <u>OPL</u>		DATE OF MEETING: <u>1-25-87</u>	
STAFF PERSON RESPONSIBLE FOR CLEARANCE: <u>MATT</u>		HOURS: From: <u>2:00</u> To: <u>5:00</u>	
TYPE OF EVENT: <input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Reception Other <u>Briefing</u>			Official: <input checked="" type="checkbox"/> Private: <input type="checkbox"/>
PURPOSE OF MEETING: <u>Briefing for NSC Soviet Emigres</u>			
NUMBER OF ATTENDEES: <u>20</u>		IN ATTENDANCE: <u>NO</u> <input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President	
ROOM(s) REQUESTED: <input type="checkbox"/> 22 OEOB <input type="checkbox"/> 274 OEOB <input type="checkbox"/> 450 OEOB <input type="checkbox"/> 474 OEOB <input checked="" type="checkbox"/> 476 OEOB <input type="checkbox"/> Roosevelt Room West Wing Other _____			
GSA REQUIREMENTS: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (fill out TYPE OF SERVICE below)			
TYPE OF SERVICE: (Shaded area to be filled in by Room 1) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Elevator Service <input type="checkbox"/> #4 <input type="checkbox"/> #6 <input type="checkbox"/> #7 Time Reserved _____ Floors Reserved _____ <input type="checkbox"/> Podium <input type="checkbox"/> Coat Rack <input type="checkbox"/> Flags </div> <div style="width: 50%;"> SPECIAL ROOM ARRANGEMENTS (Rooms 22 and 474 OEOB Only) <input type="checkbox"/> Theatre: Number of Chairs _____ <input type="checkbox"/> Reception: Number of Tables _____ SR _____ SR _____ TOR _____ <input type="checkbox"/> Other _____ </div> </div>			
WHITE HOUSE STAFF MESS REQUIRED: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Estimated Cost \$ _____		FUNDING TO BE PROVIDED BY: _____	
REMARKS: <div style="text-align: center; font-size: 2em; transform: rotate(-15deg); opacity: 0.5;"> Cancel 1/12/87 MZ </div>			
DATE OF REQUEST: _____		APPROVED BY: _____	

Return to White House Administrative Office, Room 1, OEOB

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THE WHITE HOUSE
WASHINGTON

11/19

NJC Soviet Emigrés

Briefing for 20 persons

Jan 25th

Anytime 2-5 pm