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Forms - Indian Treaty Room Requests

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THE WHITE HOUSE
WASHINGTON

REQUEST AUTHORIZED BY:

RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —

Date: _____

OFFICE: _____

CONTACT: _____ Ext: _____

DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

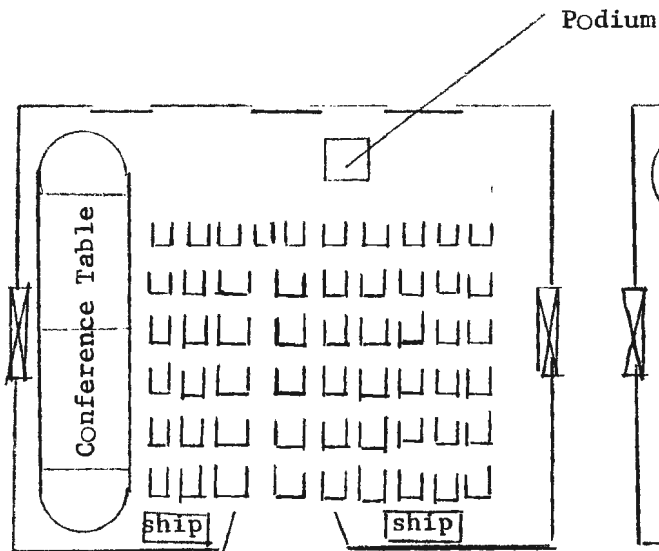
Funding for the above to be provided by _____

REMARKS:

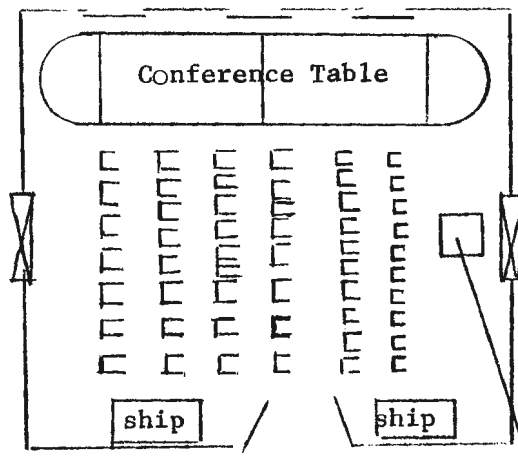
TO BE COMPLETED UPON RECEIPT OF KEY

Signature of person responsible for key to Indian Treaty Room

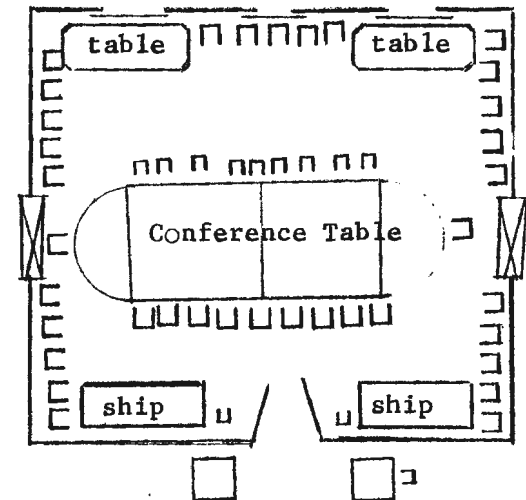
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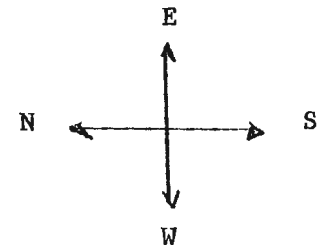
Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs



Indian Treaty Room

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____

THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

**RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —**

Date: _____

OFFICE: _____

CONTACT: _____ Ext: _____

DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

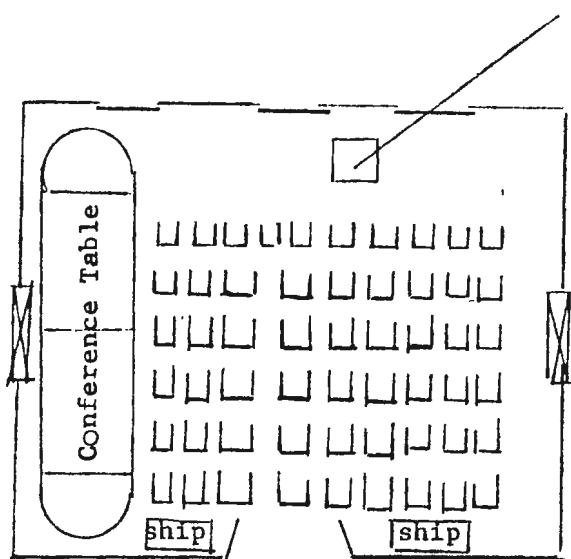
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REMARKS:

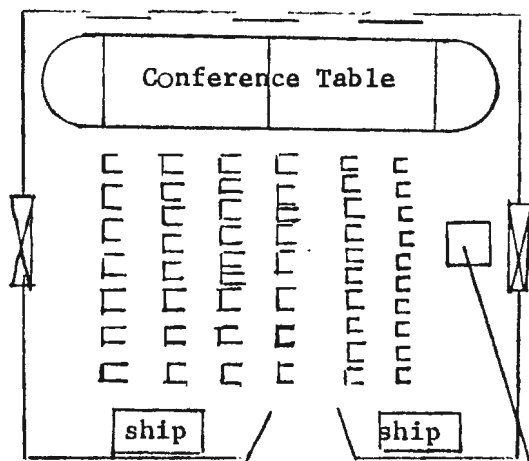
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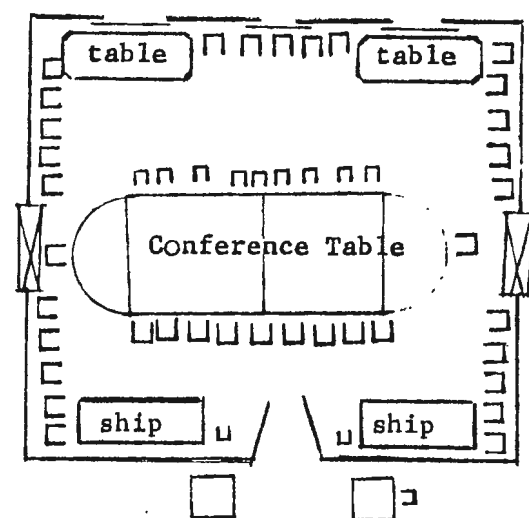
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



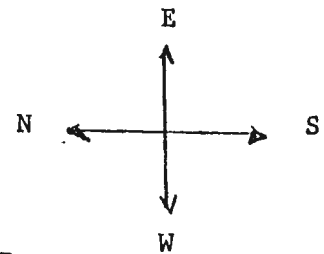
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

- Plan A _____
- Plan B _____
- Plan C _____



Indian Treaty Room

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WASHINGTON

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**RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —**

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NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

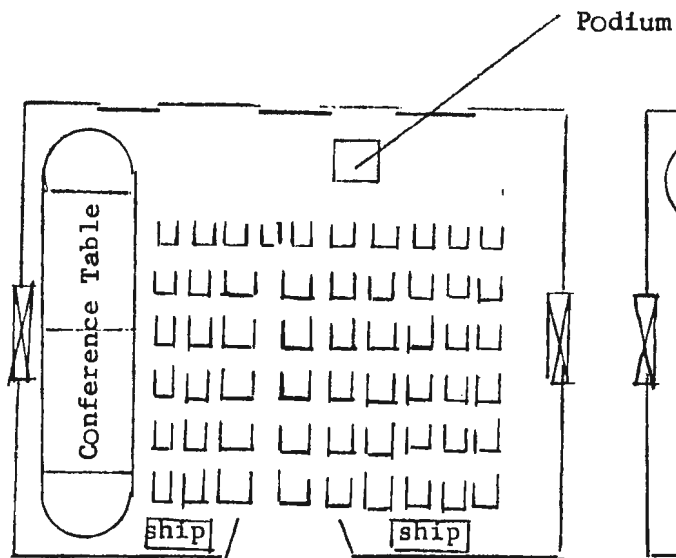
Funding for the above to be provided by _____

REMARKS:

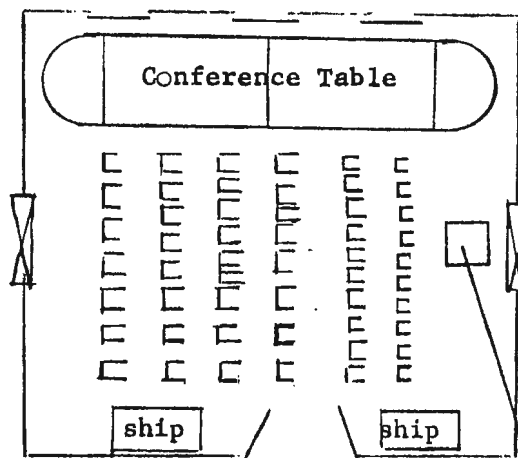
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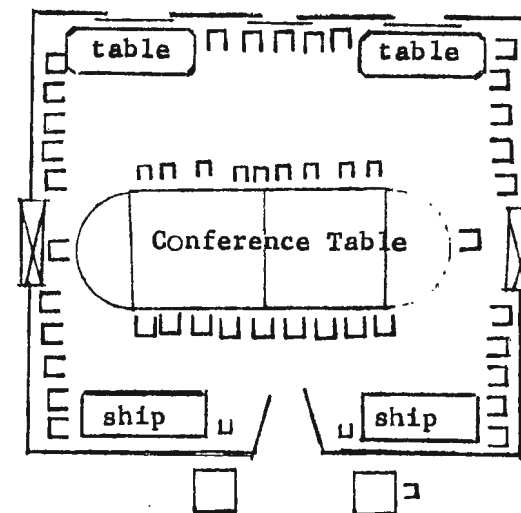
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



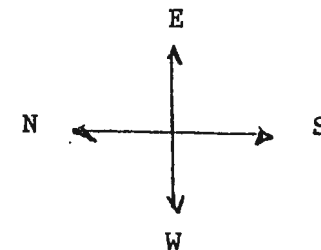
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____



Indian Treaty Room

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**RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —**

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HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

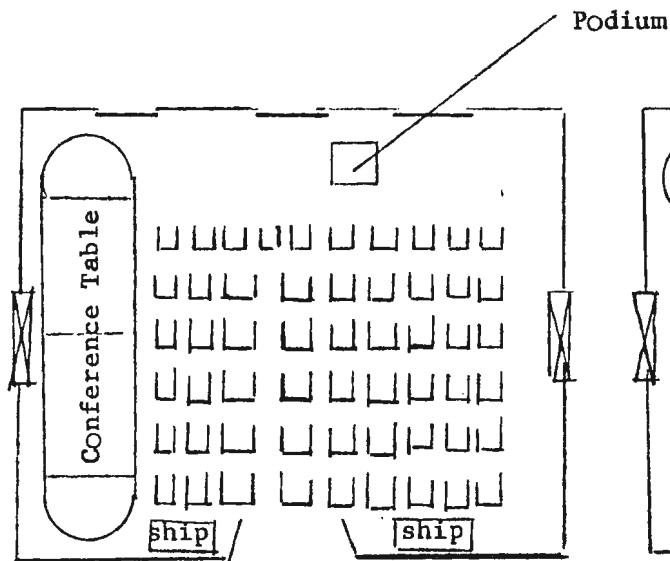
Funding for the above to be provided by _____

REMARKS:

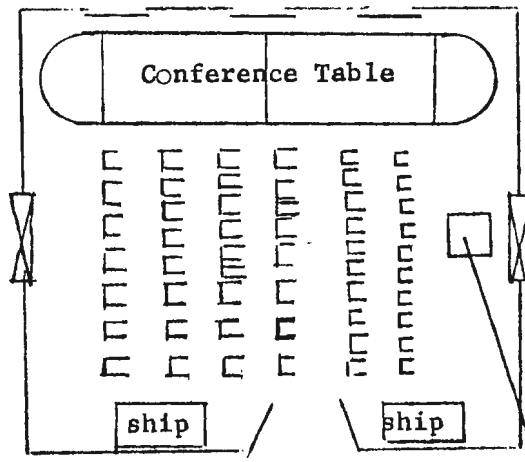
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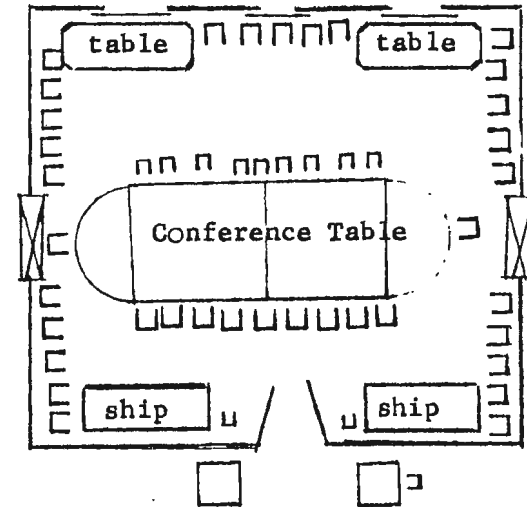
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



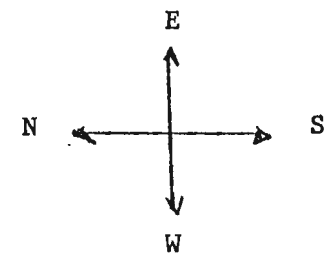
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____



Indian Treaty Room

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WASHINGTON

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— INDIAN TREATY ROOM —**

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HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

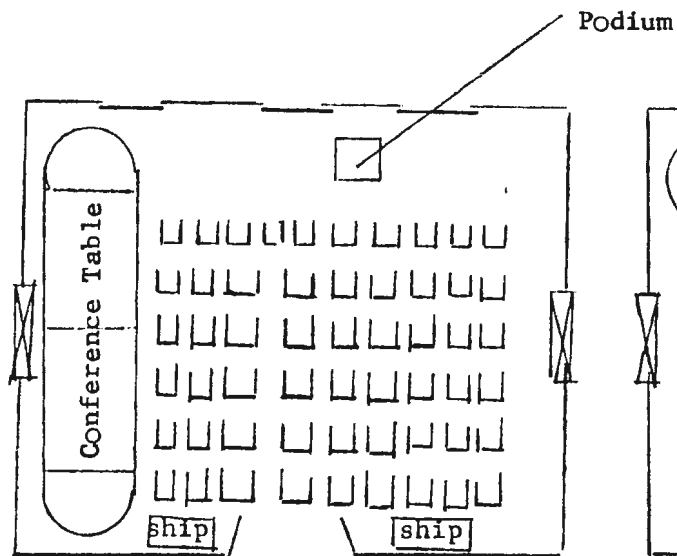
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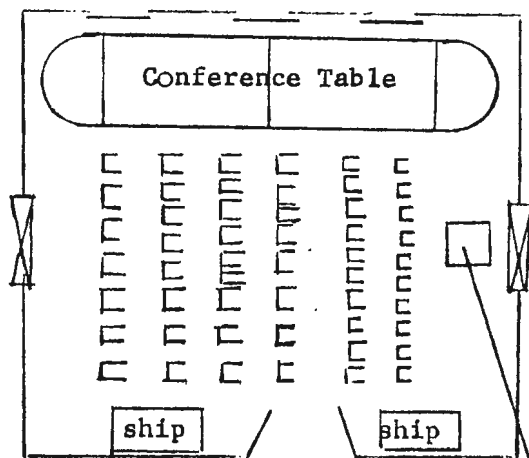
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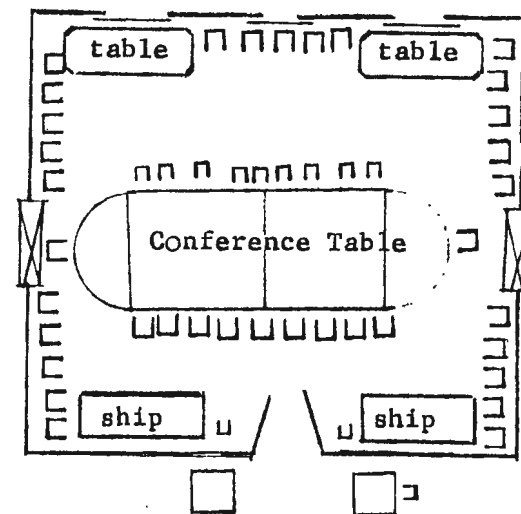
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



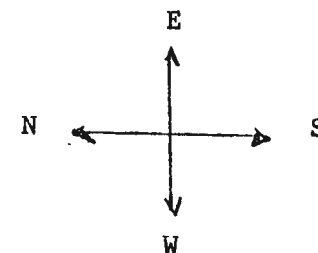
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____



Indian Treaty Room

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WASHINGTON

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HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

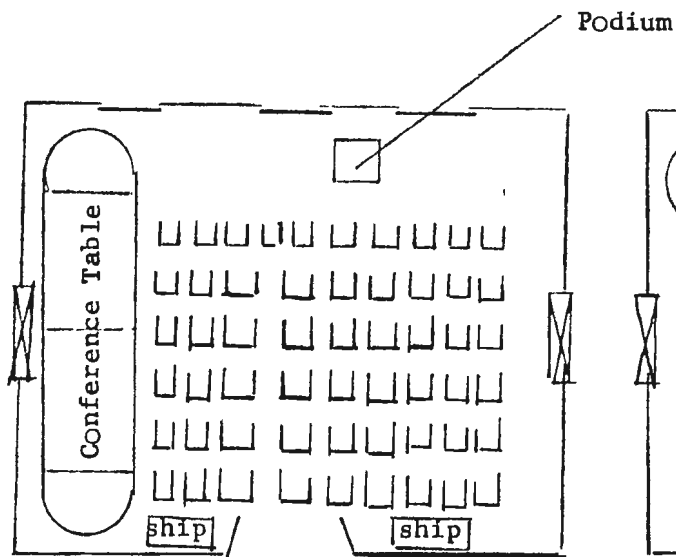
Funding for the above to be provided by _____

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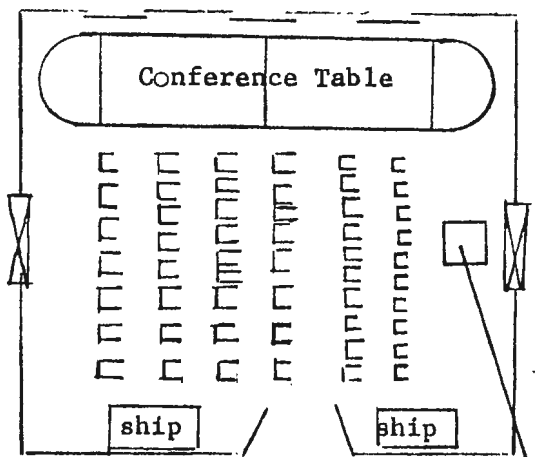
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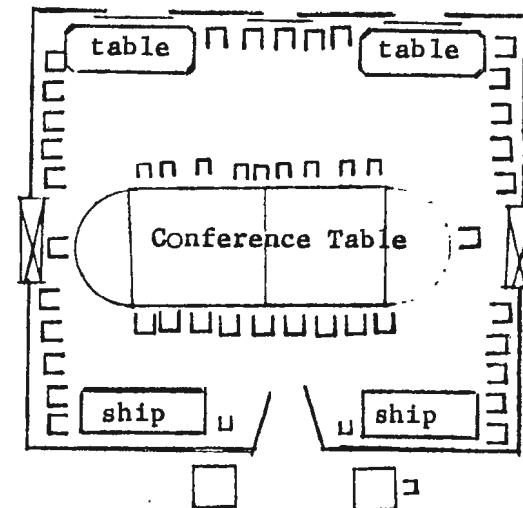
Ext: _____



Plan - C (Theatre Style Setup)
 sixty folding chairs - facing East

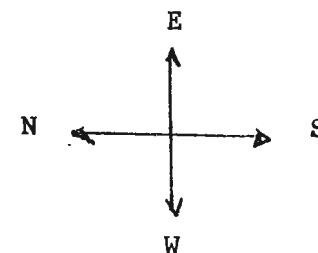


Plan - B (Theatre Style Setup)
 sixty folding chairs - facing South



Plan - A (Regular Setup)
 forty chairs fifty leather chairs

Podium



Indian Treaty Room

NOTE: Choose one of the above :

- Plan A _____
- Plan B _____
- Plan C _____

THE WHITE HOUSE

WASHINGTON

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DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

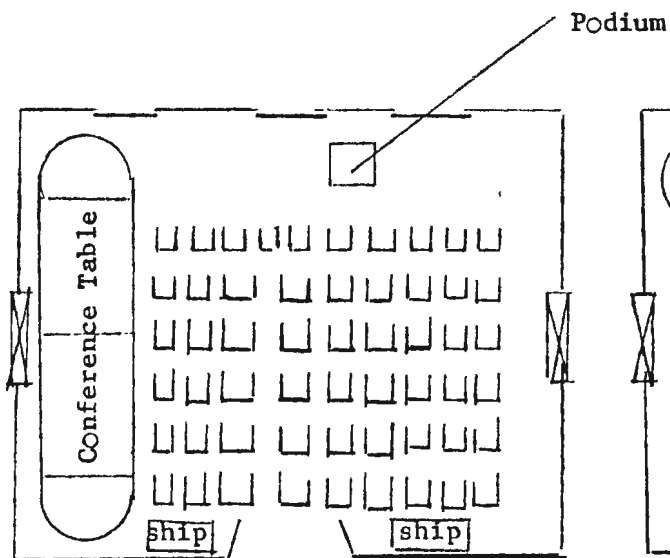
Funding for the above to be provided by _____

REMARKS:

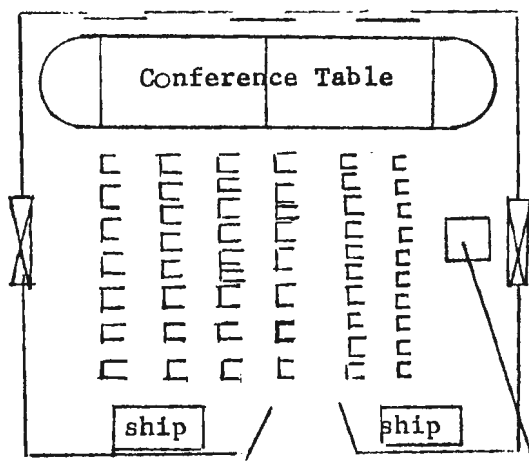
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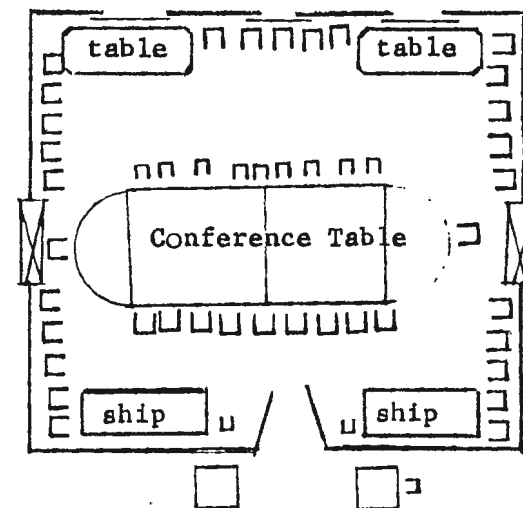
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



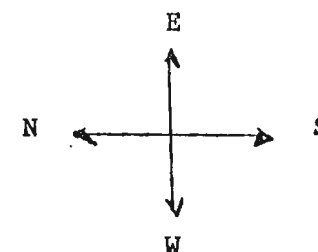
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____



Indian Treaty Room

THE WHITE HOUSE

WASHINGTON

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— INDIAN TREATY ROOM —**

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HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

- ☐ Elevator service
- ☐ Special room arrangement
(See attached sheet)
- ☐ Chairs

- ☐ Podium
- ☐ Coat Rack
- ☐ Extra table
- ☐ Other _____

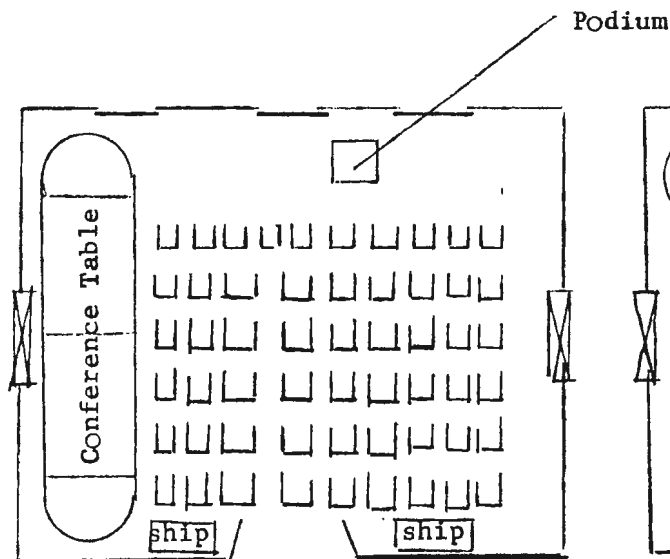
Funding for the above to be provided by _____

REMARKS:

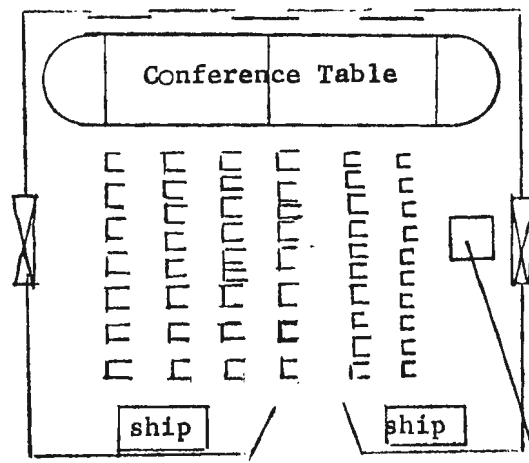
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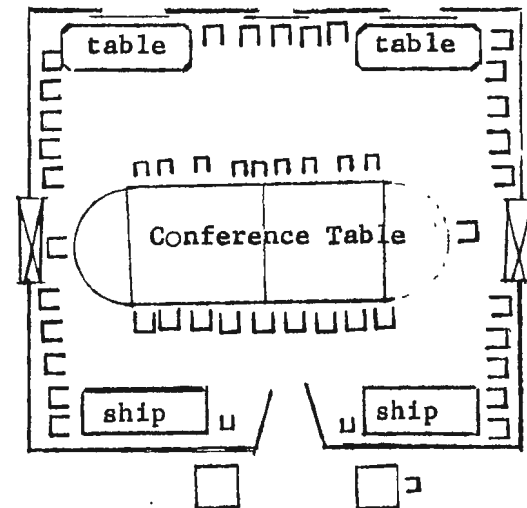
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



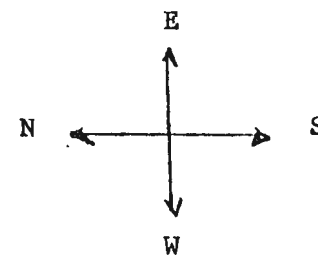
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____



Indian Treaty Room

THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

**RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —**

Date: _____

OFFICE: _____

CONTACT: _____ Ext: _____

DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

GSA STAFF REQUIRED: Yes ☐ No ☐

☐ Elevator service

☐ Podium

☐ Special room arrangement
(See attached sheet)

☐ Coat Rack

☐ Chairs

☐ Extra table

☐ Other _____

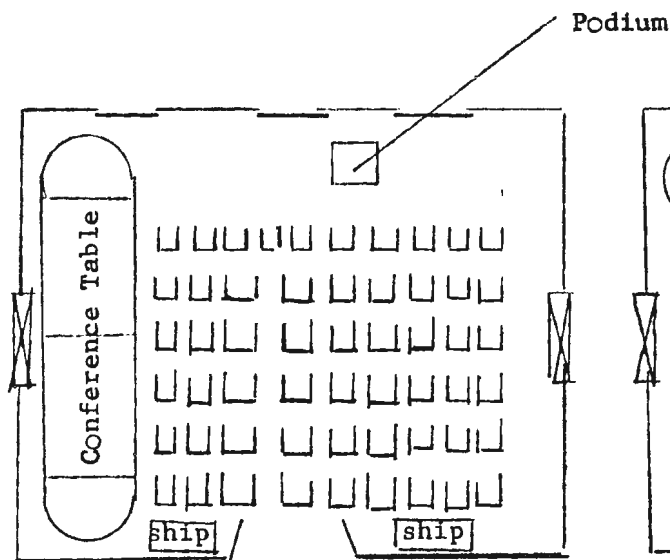
Funding for the above to be provided by _____

REMARKS:

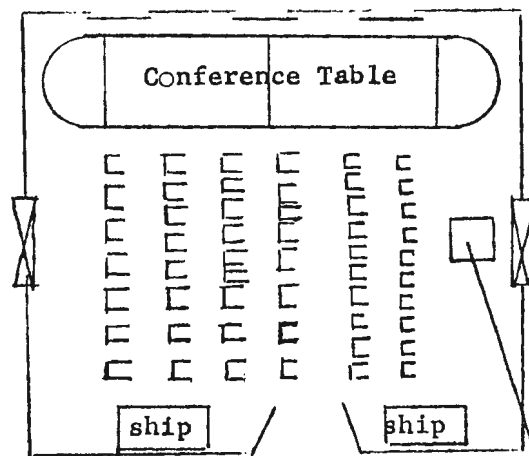
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Signature of person responsible for key to Indian Treaty Room

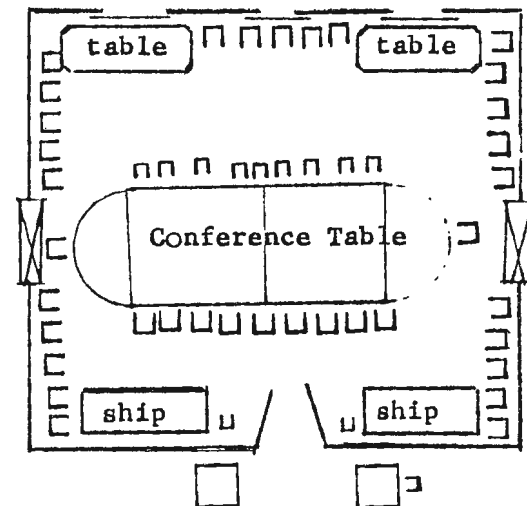
Ext: _____



Plan - C (Theatre Style Setup)
sixty folding chairs - facing East



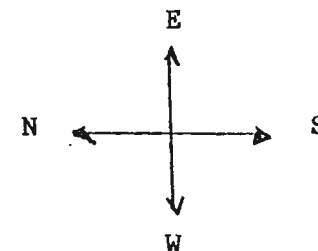
Plan - B (Theatre Style Setup)
sixty folding chairs - facing South



Plan - A (Regular Setup)
forty chairs fifty leather chairs

NOTE: Choose one of the above :

Plan A _____
Plan B _____
Plan C _____



Indian Treaty Room

THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —

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DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by _____

REMARKS:

TO BE COMPLETED UPON RECEIPT OF KEY

Signature of person responsible for key to Indian Treaty Room

Ext: _____

THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —

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OFFICE: _____

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DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐
(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

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REMARKS:

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PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

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PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by _____

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OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
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PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by _____

REMARKS:

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OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by _____

REMARKS:

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CONTACT: _____ Ext: _____

DATE OF MEETING: _____

HOURS: _____ to _____

NAME OF STAFF PERSON IN ATTENDANCE: _____

PURPOSE OF MEETING: _____

OFFICIAL ☐ PRIVATE ☐

NO. OF ATTENDEES: _____

REFRESHMENTS: Yes ☐ No ☐

GSA STAFF REQUIRED: Yes ☐ No ☐

(i.e., elevator service; special room
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by _____

REMARKS:

TO BE COMPLETED UPON RECEIPT OF KEY

Signature of person responsible for key to Indian Treaty Room

Ext: _____

THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

RESERVATION REQUEST FORM
— INDIAN TREATY ROOM —

Date: _____

OFFICE: _____

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