

FOIA MARKER

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Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Council on Environmental Quality
Series/Staff Member: Kathleen (Katie) McGinty
Subseries:

OA/ID Number: 2573
FolderID:

Folder Title:
Conference Room Reservations

Stack:	Row:	Section:	Shelf:	Position:
S	61	5	5	1



EXECUTIVE OFFICE OF THE PRESIDENT
**CONFERENCE ROOM
RESERVATION REQUEST**

JOB # _____
DATE OF MEETING: 3-16-93
TIME RESERVED: FROM: 1:30 TO: 3:00

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: Katie McGinty, Director	OFFICE/AGENCY: OEP
STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION: Trey Lindseth	EXTENSION: 6225

TYPE OF EVENT: ☒ MEETING ☐ RECEPTION ☐ OTHER _____

DESCRIPTION OF EVENT:

NUMBER OF ATTENDEES: 35-40	IN ATTENDANCE: ☐ PRESIDENT ☐ FIRST LADY ☐ VICE PRESIDENT
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ROOM(S) REQUESTED:

☐ RM #22 ☐ RM #180 ☐ RM #450 ☐ RM #472 ☐ RM #474 (Indian Treaty Room) ☐ RM #476 ☐ ROOSEVELT ROOM

GENERAL SERVICES: ☐ ELEVATOR SERVICE ☐ #4 ☐ #6 ☐ #7 ☐ TIME RESERVED _____ ☐ FLOORS RESERVED _____ ☐ PODIUM ☐ FLAGS	OTHER REQ: (Rm 1 Use Only) _____ _____ _____ _____ _____ _____ _____
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SPECIAL ROOM ARRANGEMENTS: ☐ THEATRE: Number of Chairs _____
☐ CONFERENCE: Number of Table(s): _____ 8 ft _____ 10 ft
☐ RECEPTION: Number of Tables(s): _____ 8 ft _____ 10 ft
☐ OTHER _____

(Room Diagrams on Reverse Side)

WHITE HOUSE STAFF MESS REQUIRED: ☐ YES ☐ NO If Yes, Funding _____

☐ OFFICIAL _____ ☐ OTHER _____

OFFICE ACCOUNT

ADDITIONAL REQUIREMENTS OR REQUESTS :



EXECUTIVE OFFICE OF THE PRESIDENT
**CONFERENCE ROOM
RESERVATION REQUEST**

JOB # _____

DATE OF MEETING: _____

TIME RESERVED: _____

FROM: _____ TO: _____

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: _____

OFFICE/AGENCY: _____

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION: _____

EXTENSION: _____

TYPE OF EVENT:

___ MEETING

___ RECEPTION

___ OTHER _____

DESCRIPTION OF EVENT:

NUMBER OF ATTENDEES: IN ATTENDANCE:

___ PRESIDENT

___ FIRST LADY

___ VICE PRESIDENT

ROOM(s) REQUESTED:

___ RM #22

___ RM #180

___ RM # 450

___ RM #472

___ RM #474 (Indian Treaty Room)

___ RM #476

___ ROOSEVELT ROOM

GENERAL SERVICES:

___ ELEVATOR SERVICE ☐ #4 ☐ #6 ☐ #7

TIME RESERVED _____

FLOORS RESERVED _____

___ PODIUM

___ FLAGS

OTHER REQ: (Rm 1 Use Only)

SPECIAL ROOM ARRANGEMENTS:

___ THEATRE: Number of Chairs _____

___ CONFERENCE: Number of Table(s): ___ 8 ft ___ 10 ft

___ RECEPTION: Number of Tables(s): ___ 8 ft ___ 10 ft

___ OTHER _____

(Room Diagrams on Reverse Side)

WHITE HOUSE STAFF MESS REQUIRED: ☐ YES ☐ NO If Yes, Funding _____

☐ OFFICIAL _____ ☐ OTHER _____
OFFICE ACCOUNT

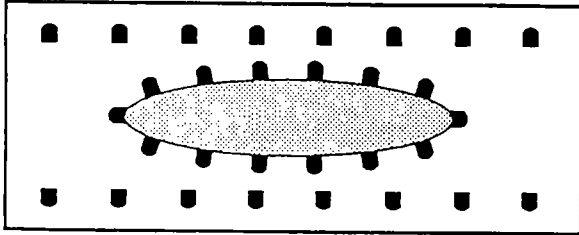
ADDITIONAL REQUIREMENTS OR REQUESTS :

FORMS MUST BE RETURNED TO ROOM 1, OEOB, 48 HOURS PRIOR TO EVENT

EOB 22

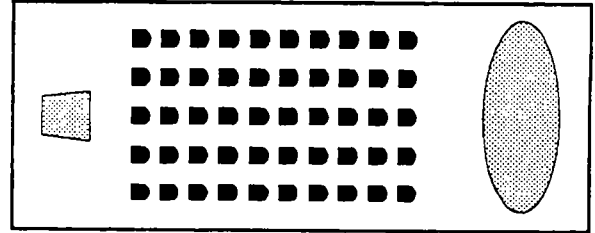
Option 1

Conference Style :: Seating Capacity - 30 :: No Podium



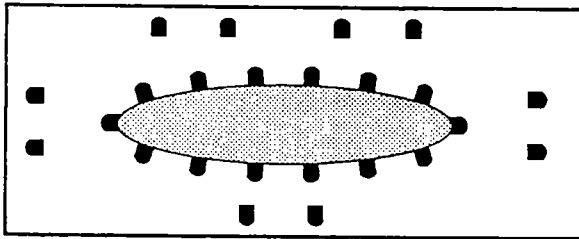
Option 2

Theater Style :: Seating Capacity - 50 :: Podium



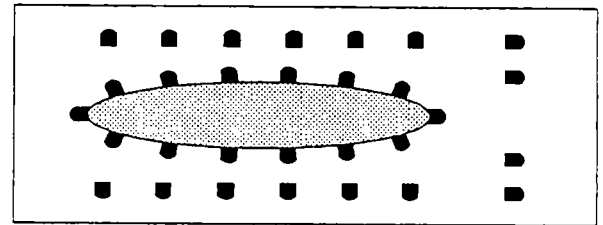
EOB 180

Conference Style :: Seating Capacity - 27 :: No Podium :: No Food/Beverage



EOB 472/476

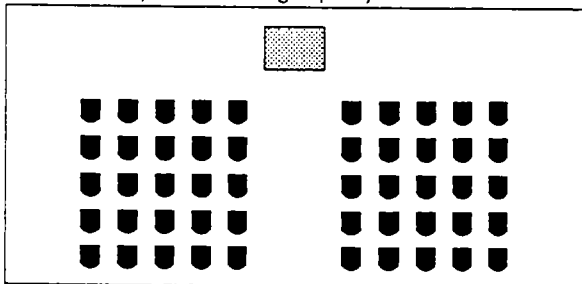
Conference Style :: Seating Capacity - 30 :: No Podium :: No Food/Beverage



EOB 474 (Indian Treaty Room)

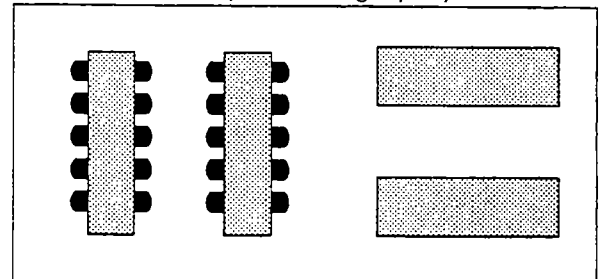
Option 1

Theater Style :: Seating Capacity - 110 :: Podium



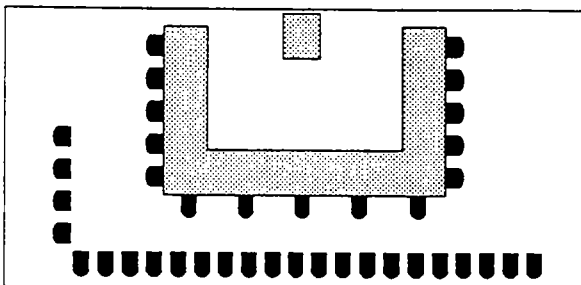
Option 3

Luncheon Style :: Seating Capacity - 74



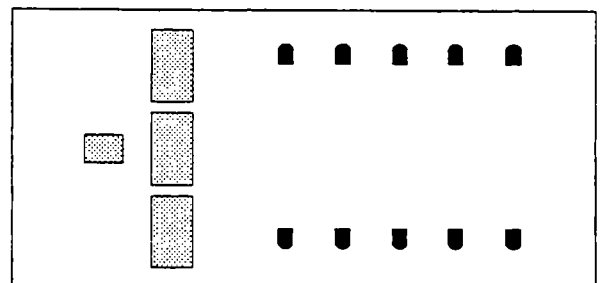
Option 2

U-Shaped Conference Style :: Seating Capacity - 70 :: Podium



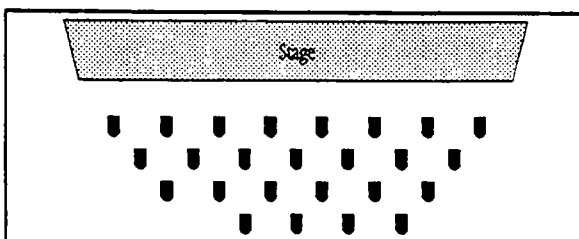
Option 4

Reception Style :: Capacity - 220 :: Podium



EOB 450

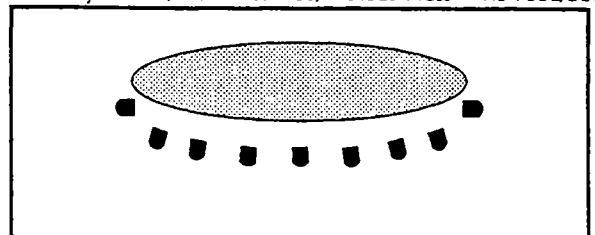
Theater Style :: Seating Capacity - 220 :: Stage :: No Food/Beverage



Conference Style :: Seating Capacity - 16 :: Total 23

Roosevelt Room

Theatre-Style :: 40/with Press :: 60/without Press :: No Food/Beverage





EXECUTIVE OFFICE OF THE PRESIDENT
**CONFERENCE ROOM
RESERVATION REQUEST**

JOB # _____

DATE OF MEETING: _____

TIME RESERVED: _____

FROM: _____ TO: _____

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: _____

OFFICE/AGENCY: _____

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION: _____

EXTENSION: _____

TYPE OF EVENT:

___ MEETING

___ RECEPTION

___ OTHER _____

DESCRIPTION OF EVENT:

NUMBER OF ATTENDEES: _____

IN ATTENDANCE:

___ PRESIDENT

___ FIRST LADY

___ VICE PRESIDENT

ROOM(S) REQUESTED:

___ RM #22

___ RM #180

___ RM #450

___ RM #472

___ RM #474 (Indian Treaty Room)

___ RM #476

___ ROOSEVELT ROOM

GENERAL SERVICES:

___ ELEVATOR SERVICE ☐ #4 ☐ #6 ☐ #7

TIME RESERVED _____

FLOORS RESERVED _____

___ PODIUM

___ FLAGS

OTHER REQ: (Rm 1 Use Only)

SPECIAL ROOM ARRANGEMENTS:

___ THEATRE: Number of Chairs _____

___ CONFERENCE: Number of Table(s): _____ 8 ft _____ 10 ft

___ RECEPTION: Number of Tables(s): _____ 8 ft _____ 10 ft

___ OTHER _____

(Room Diagrams on Reverse Side)

WHITE HOUSE STAFF MESS REQUIRED: ☐ YES ☐ NO If Yes, Funding _____

☐ OFFICIAL _____ ☐ OTHER _____
OFFICE ACCOUNT

ADDITIONAL REQUIREMENTS OR REQUESTS:

FORMS MUST BE RETURNED TO ROOM 1, OEOB, 48 HOURS PRIOR TO EVENT



EXECUTIVE OFFICE OF THE PRESIDENT
**CONFERENCE ROOM
RESERVATION REQUEST**

JOB # _____

DATE OF MEETING: _____

TIME RESERVED: _____

FROM: _____

TO: _____

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: _____

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EXTENSION: _____

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___ OTHER _____

DESCRIPTION OF EVENT:

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___ VICE PRESIDENT

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FLOORS RESERVED _____

___ PODIUM

___ FLAGS

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SPECIAL ROOM ARRANGEMENTS:

___ THEATRE: Number of Chairs _____

___ CONFERENCE: Number of Table(s): ___ 8 ft ___ 10 ft

___ RECEPTION: Number of Tables(s): ___ 8 ft ___ 10 ft

___ OTHER _____

(Room Diagrams on Reverse Side)

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___ OTHER _____

(Room Diagrams on Reverse Side)

WHITE HOUSE STAFF MESS REQUIRED: ☐ YES ☐ NO If Yes, Funding _____

☐ OFFICIAL _____

OFFICE ACCOUNT

☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS :

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