

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: 2888
FolderID:

Folder Title:
Room Reservations

Stack:	Row:	Section:	Shelf:	Position:
S	61	5	10	1



6472

EXECUTIVE OFFICE OF THE PRESIDENT
CONFERENCE ROOM
RESERVATION REQUEST

JOB # _____

DATE OF MEETING: 8/10

TIME RESERVED:

FROM: 10:30 TO: 12:30

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT:

Ken Connolly

OFFICE/AGENCY:

OPD-OEP

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION:

Vate Powell

EXTENSION:

6224/1044

TYPE OF EVENT:

☒ MEETING☐ RECEPTION☐ OTHER _____

DESCRIPTION OF EVENT:

Recycling Executive Order

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 _____

OFFICE ACCOUNT

☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS:

To Ron
From Vate

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



6472

EXECUTIVE OFFICE OF THE PRESIDENT
CONFERENCE ROOM
RESERVATION REQUEST

JOB # _____
DATE OF MEETING: 7/28
TIME RESERVED: FROM: 4:00 TO: _____

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: Pam McElwee	OFFICE/AGENCY: OPO - OEP
STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION: Vate Powell	EXTENSION: 6224 / 1044

TYPE OF EVENT: ☒ MEETING ☐ RECEPTION ☐ OTHER _____

DESCRIPTION OF EVENT: Environmental Justice Executive Order Meeting

NUMBER OF ATTENDEES: 30	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 _____ OFFICE ACCOUNT ☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS :

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



6472

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

JOB #

DATE OF MEETING: 6/28/93

TIME RESERVED:

FROM 3:00 pm TO 5:00 pm

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT:

Ken Connolly

OFFICE/AGENCY:

OPD/OEP

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION:

Vate Powell

EXTENSION:

6224/1044

TYPE OF EVENT:

☒ MEETING☐ RECEPTION☐ OTHER

DESCRIPTION OF EVENT:

NUMBER OF ATTENDEES:

20

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

OFFICE ACCOUNT

☐ OTHER

ADDITIONAL REQUIREMENTS OR REQUESTS:

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



6472

EXECUTIVE OFFICE OF THE PRESIDENT
CONFERENCE ROOM
RESERVATION REQUEST

JOB #

DATE OF MEETING: 7/15

TIME RESERVED:

FROM: 2:00 PM TO: 3:00 PM

OFFICE/AGENCY:

OEP

EXTENSION:

6224

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT:

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION:

TYPE OF EVENT:

☒ MEETING☐ RECEPTION☐ OTHER

DESCRIPTION OF EVENT:

Executive Order meeting

NUMBER OF ATTENDEES: IN ATTENDANCE:

25

☐ 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

OFFICE ACCOUNT

☐ OTHER

ADDITIONAL REQUIREMENTS OR REQUESTS:

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



6472

EXECUTIVE OFFICE OF THE PRESIDENT
CONFERENCE ROOM
RESERVATION REQUEST

JOB #

DATE OF MEETING: 7/23

TIME RESERVED:

FROM: 5:00 pm TO: 7:00 pm

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT:

Ken Connolly

OFFICE/AGENCY:

OEP

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION:

Vate Powell

EXTENSION:

6224

TYPE OF EVENT:

☒ MEETING☐ RECEPTION☐ OTHER

DESCRIPTION OF EVENT:

Greening the White House meeting

NUMBER OF ATTENDEES:

100

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

OFFICE ACCOUNT

☐ OTHER

ADDITIONAL REQUIREMENTS OR REQUESTS:

To: Ron
From: Vate
— 2 Pss

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

To: Ron
From: Vate
2 Pss

6472
EXECUTIVE OFFICE OF THE PRESIDENT
CONFERENCE ROOM
RESERVATION REQUEST

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: Ken Connolly		JOB #	
STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION: Vate Powell		DATE OF MEETING: 7/12/93	
TYPE OF EVENT: ☒ MEETING ☐ RECEPTION ☐ OTHER		TIME RESERVED: FROM 5:00pm TO 7:00pm	
DESCRIPTION OF EVENT: Greening the White House meeting		OFFICE AGENCY: OEP	
NUMBER OF ATTENDEES: 100		EXTENSION: 6224	
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			
SPECIAL ROOM ARRANGEMENTS: ☐ THEATRE: Number of Chairs ☐ CONFERENCE: Number of Tables: 8 ft 10 ft ☐ RECEPTION: Number of Tables: 8 ft 10 ft ☐ OTHER			
(Room Diagrams on Reverse Side)			
WHITE HOUSE STAFF MESS REQUIRED: ☐ YES ☐ NO If Yes, Funding			
COST: ☐ OFFICIAL ☐ OFFICE ACCOUNT ☐ OTHER			
ADDITIONAL REQUIREMENTS OR REQUESTS:			

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

TRANSMISSION REPORT

THIS DOCUMENT WAS CONFIRMED
(REDUCED SAMPLE ABOVE - SEE DETAILS BELOW)

**** COUNT ****

TOTAL PAGES SCANNED : 2

TOTAL PAGES CONFIRMED : 2

*** SEND ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	202 456 6472	7- 8-93 4:02	1:37"	2/ 2		COMPLETED 9600

TOTAL 0:01:37" 2

NOTE:

No. : OPERATION NUMBER	48 : 4800BPS SELECTED	EC : ERROR CORRECT	G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE	SF : STORE & FORWARD	RI : RELAY INITIATE	RS : RELAY STATION
MB : SEND TO MAILBOX	PG : POLLING A REMOTE	MP : MULTI-POLLING	RM : RECEIVE TO MEMORY

MEMORANDUM
OF CALL

Previous editions usable

TO:

☐ YOU WERE CALLED BY-- ☐ YOU WERE VISITED BY--

OF (Organization)

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

~~10-11-12~~ 6472
Ron 474 Mon 180 6/27
10-12 Wednesday

RECEIVED BY	DATE	TIME

63-110 NSN 7540-00-634-4018 STANDARD FORM 63 (Rev. 8-81)
Prescribed by GSA
☆ U.S.G.P.O. 1992 312-070-40024 FPMR (41 CFR) 101-11.6



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 _____
OFFICE ACCOUNT

☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS:

For to Dan - OA 6/27/24
From Ken Connolly - OEP
x 6/27/24

3 Pages

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

MEMORANDUM
OF CALL

Previous editions usable

TO:

☐ YOU WERE CALLED BY-- ☐ YOU WERE VISITED BY--

OF (Organization)

☐ PLEASE PHONE ► ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

476 2-4 Monday

RECEIVED BY

DATE

TIME

63-110 NSN 7540-00-634-4018

STANDARD FORM 63 (Rev. 8-81)

Prescribed by GSA

FPMR (41 CFR) 101-11.6

* U.S. GPO: 1990 - 262-080

To Dan Carlson

6472



EXECUTIVE OFFICE OF THE PRESIDENT CONFERENCE ROOM RESERVATION REQUEST

JOB # _____

DATE OF MEETING: 6/23

TIME RESERVED:
FROM: 3pm TO: 5pm

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT: Ken Connolly

OFFICE/AGENCY: OPD/OEP

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION: Ken Connolly / Kate Powell

EXTENSION: 6224

TYPE OF EVENT: ☒ MEETING ☐ RECEPTION ☐ OTHER

DESCRIPTION OF EVENT:

NUMBER OF ATTENDEES: 15 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 _____ OFFICE ACCOUNT ☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS:

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

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