



EXECUTIVE OFFICE OF THE PRESIDENT

EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: _____

Time: _____ To: _____

RESERVATION CONFIRMATION

Name of Individual Hosting Event:		Office/Agency:	
Staff Contact:	Extension No.:	Pager No.:	Room No.:
Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____			
Name/Description of Event:			
Number of Outside Guests: _____		In Attendance:	
Total Number of Attendees: _____		<input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore	
DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:			
<input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472 <input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476			
WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:			
<input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room			
General Services for Dwight D. Eisenhower Executive Office Building:			
<input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags			
Entrance/Gate Preferred:			
<input type="checkbox"/> Pennsylvania Avenue <input type="checkbox"/> 17th & G <input type="checkbox"/> Northwest Appointments Gate <input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate			
Arrangements for all Meeting Rooms:			
<input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____ Number of Chair(s): _____ Number of Table(s): _____			
Additional Requirements or Requests: _____			

Forms must be FAXed to (202) 456-6791 within 24 hours after making your reservation.