



MEA

Michigan Education Association Meeting Request Form

Mtg. Date		Mtg. Start /End Time		# of Attendees	
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Contact Information

Date of request	Are you a MEA/MESSA/ MEAFS Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Name	Company/Group Name
Department (if applicable)	Phone	Cellphone	Email
Address	City	State	Zip

Meeting Information

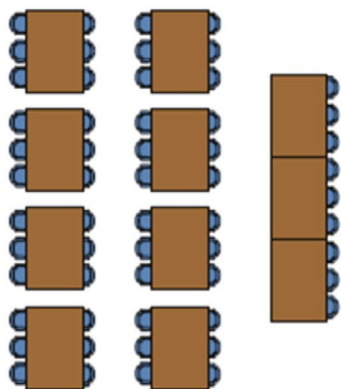
Purpose of meeting:	
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Please complete the following information:

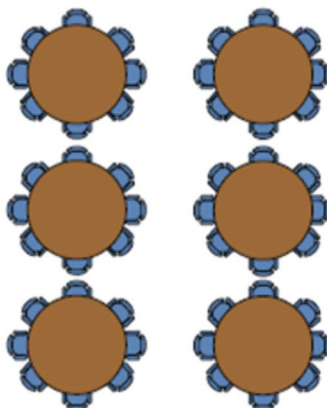
Coffee/Bottled Water (based on number of attendees)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Zoom Capability	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have your own projector?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you bringing your own food in? (MEA does have mini refrigerators for your use)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Room setup? (please refer to room setup guide)	
Podium and microphone	<input type="checkbox"/> YES <input type="checkbox"/> NO
Easels	<input type="checkbox"/> YES <input type="checkbox"/> NO How many? _____

Please complete all sections of this request form. Once complete, send the form and any questions to Nadia Langenbacher at NLangenbacher@mea.org. Thank you!

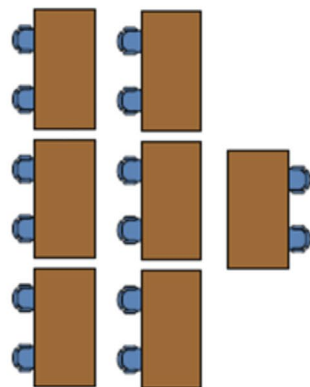
Table Setup Guide



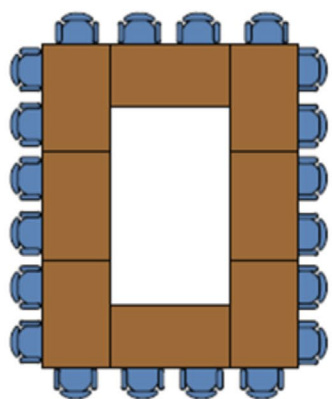
Banquet



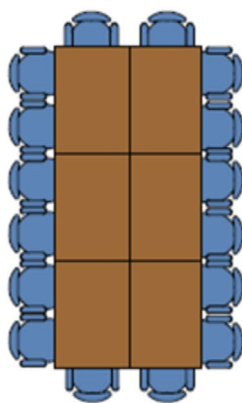
Cabaret



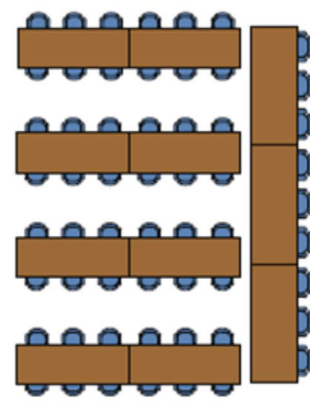
Classroom



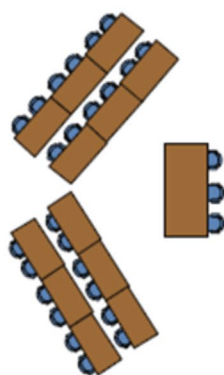
Conference



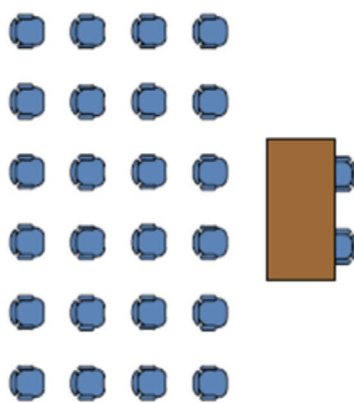
Directors



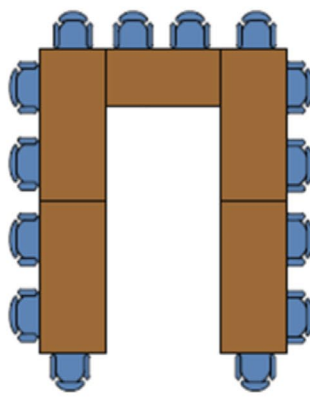
E-Shape



Herringbone



Theatre



U-Shape