

Meeting Date

Meeting Start / End Time

# of Attendees

## CONTACT INFORMATION

Date of Request

Contact Name

Company / Group Name

MEA/MESSA/MEAFS Employee?

Yes

No

Department (if applicable)

Phone

Cell

Email

Address

City

State

Zip

Organization Type

Nonprofit

For-profit

Political

## MEETING INFORMATION

Purpose of Meeting

## ROOM & EQUIPMENT DETAILS

Please complete the following information:

Coffee

Yes

No

Zoom Capability

Yes

No

Do you have your own projector?

Yes

No

Are you bringing your own food? (MEA has mini refrigerators for your use)

Yes

No

Podium and microphone

Yes

No

Easels

Yes How many?

No

Room Setup (refer to Room Setup Guide on page 2)

Banquet

Conference

Herringbone

Cabaret

Directors

Theatre

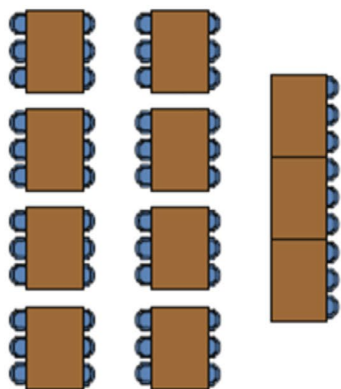
Classroom

E-Shape

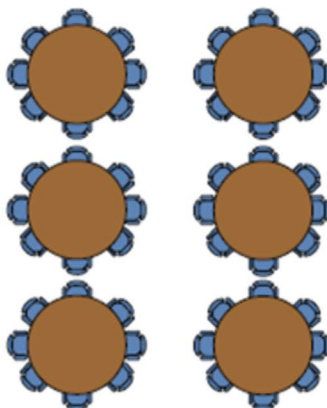
U-Shape

Please complete all sections. Once finished, please email the completed form to Chris Furlong at [CFurlong@mea.org](mailto:CFurlong@mea.org), including any additional or special requests. Thank you!

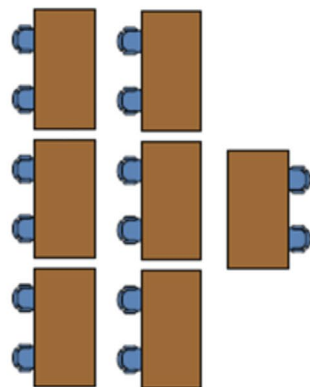
## Table Setup Guide



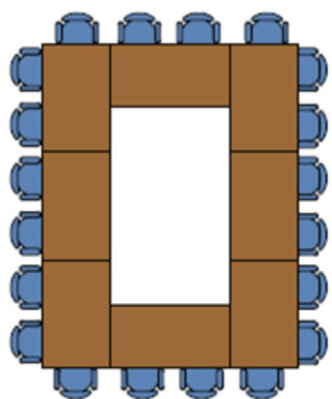
**Banquet**



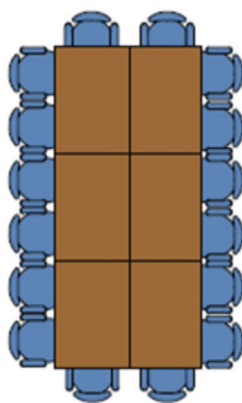
**Cabaret**



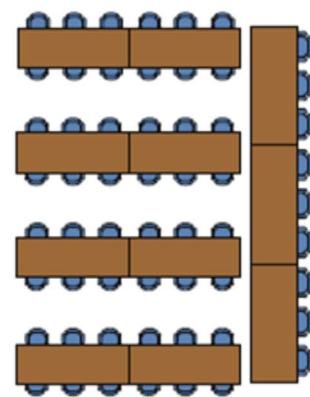
**Classroom**



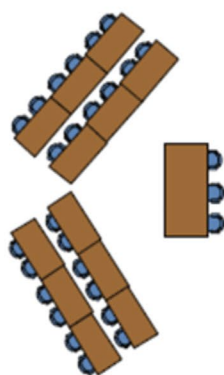
**Conference**



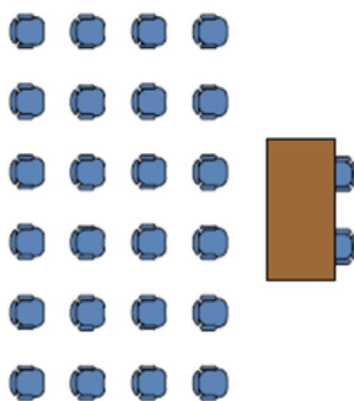
**Directors**



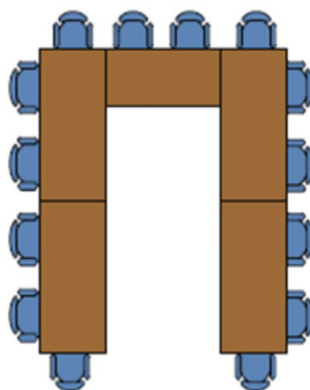
**E-Shape**



**Herringbone**



**Theatre**



**U-Shape**