

**MEETING/EVENT/CONFERENCE ROOM REQUEST FORM**  
(MARK AS APPROPRIATED)

<b><input type="checkbox"/> REQUESTING A MEETING WITH CO/XO OR BOTH</b>			
<u>Title of Meeting:</u>			
<u>Primary point of contact for requested meeting:</u> *Name, email, and tel. number*			
<u>Brief synopsis:</u> *Please note that in turn I will use this information to brief CO/XO on your request.*			
<u>Date:</u> *Email me your available dates and times in order for me to coordinate appropriately.*			
<u>Read-ahead:</u> *Send at least 48hrs prior to your meeting.*			
<u>How many people will attend:</u> *Names for meeting invitation. If they are from an outside entity, email addresses are required.*:			
<u>Virtual</u> or <u>In-person</u> *The leadership will start holding in-person meetings with a max group of four.*			
<u>Standing Meeting:</u>	Yes	No	
<u>If Yes: How often?</u>			<u>Until when?</u>
<u>Media Needs:</u>	Yes	No	
<u>If Yes:</u> *Please send presentation at least 24hrs in advance for ensure proper display.*			
<b><input type="checkbox"/> REQUESTING CO AND/OR XO TO ATTEND AN EVENT</b>			
<u>Title of Event:</u>			
<u>Request for:</u>	CO	XO	or Both
<u>Primary point of contact:</u> *Name, email, and tel. number*			
<u>Date of Event:</u>			
<u>Attendance or Keynote Speaker:</u>  *Keynote speaker requires the talking points to be send to myself and LTJG Navarro (Clara.Navarro@eu.navy.mil) at least a week in advance for review and approval by speaker.*			
<u>Location:</u>			
<u>Attire:</u>			
<u>Agenda:</u> *This is required to brief the leadership at least 24hrs prior to the event.*			
<b><input type="checkbox"/> CO'S CONFERENCE ROOM REQUEST:</b>			
<u>Title of Meeting:</u>			
<u>Primary point of contact:</u> *Name, email and number*			
<u>Date &amp; Time:</u> *Please let me know the amount of time you will need for your meeting*			
<u>Standing Meeting:</u>	Yes	No	
<u>If Yes: How often?</u>			<u>Until when?</u>
<u>Do you want me to send the invitation to attendees?</u>			