Boardroom Layout Preference Sheet

Date			
Time			
Organizer			
Contact Info			
Boardroom	n Preferences		
Number of Attende	ees		
Preferred Layout			
			~
Table Shape			
Equipment Neede	ed		•
Projector Microphone Whiteboard Conference Pho	nno.		_
Conference Filo) I C		
Seating As	signments		
Name	Role/Title	Seat Number/Location	
Special Paguasta	/ Notos		
Special Requests	1 INUES		