## **Conference Room Booking Sheet**

| ate        |                                   |                                   |                                   |                                   |                                    |
|------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| mo/Numbor  |                                   |                                   |                                   |                                   |                                    |
| ne/number  |                                   |                                   |                                   |                                   |                                    |
| Name       |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
| fAttendees |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
| Notes      |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
|            |                                   |                                   |                                   |                                   |                                    |
| Time Slot  | Organizer                         | Room                              | Purpose                           | Attendees                         | Notes                              |
|            |                                   |                                   |                                   |                                   |                                    |
|            | ne/Number  Name  Attendees  Notes | ne/Number  Name  *Attendees  Notes |