



## *Conference Room Request*

**DATE:**

**TIME:**

**MEETING TITLE:**

**PERSON REQUESTING SPACE:**

**LIST OF ATTENDEES:** *(Please specify the attendees and their organization)*

***Please share any updates to the information before the requested date. The security officer must be informed of all visitors to the building. If your meeting is cancelled, please notify Mrs. Killingsworth at [Kendra.killingswort@nn.k12.va.us](mailto:Kendra.killingswort@nn.k12.va.us), so the space may be re-open and available to others.***

*Thank you,*

***Kendra Killingsworth***

Grant Technician

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