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Green, Max: Files, 1985-1988

**Folder Title:**

Forms - Indian Treaty Room Requests

**Box: Box 10**

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THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

\_\_\_\_\_

**RESERVATION REQUEST FORM  
— INDIAN TREATY ROOM —**

Date: \_\_\_\_\_

OFFICE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ Ext: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

HOURS: \_\_\_\_\_ to \_\_\_\_\_

NAME OF STAFF PERSON IN ATTENDANCE: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes  No

- |   |   |
|---|---|
| <input type="checkbox"/> <i>Elevator service</i>                                  | <input type="checkbox"/> <i>Podium</i>      |
| <input type="checkbox"/> <i>Special room arrangement<br/>(See attached sheet)</i> | <input type="checkbox"/> <i>Coat Rack</i>   |
| <input type="checkbox"/> <i>Chairs</i>  | <input type="checkbox"/> <i>Extra table</i> |
|   | <input type="checkbox"/> <i>Other</i> _____ |

*Funding for the above to be provided by* \_\_\_\_\_

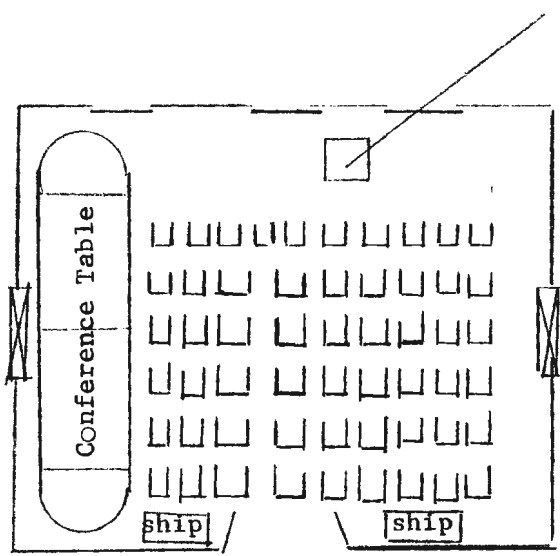
REMARKS:

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*TO BE COMPLETED UPON RECEIPT OF KEY*

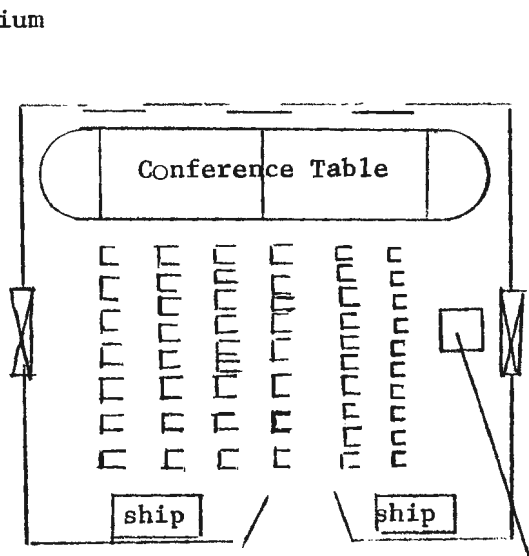
Signature of person responsible for key to Indian Treaty Room

\_\_\_\_\_

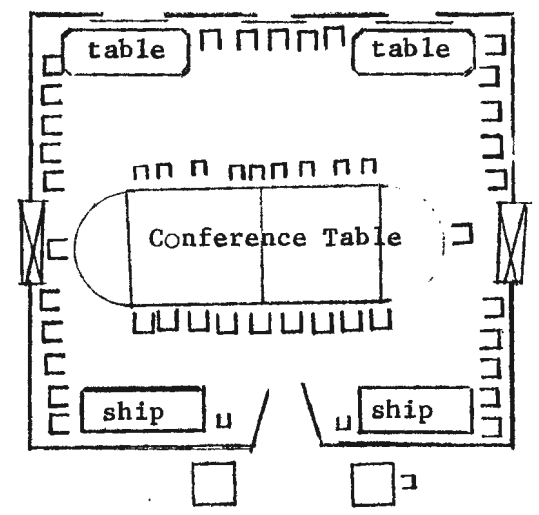
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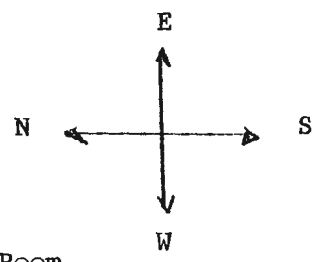
Plan - C (Theatre Style Setup)  
 sixty folding chairs - facing East



Plan - B (Theatre Style Setup)  
 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs



Indian Treaty Room

NOTE: Choose one of the above :

- Plan A \_\_\_\_\_
- Plan B \_\_\_\_\_
- Plan C \_\_\_\_\_

THE WHITE HOUSE  
WASHINGTON

REQUEST AUTHORIZED BY:  
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HOURS: \_\_\_\_\_ to \_\_\_\_\_

NAME OF STAFF PERSON IN ATTENDANCE: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

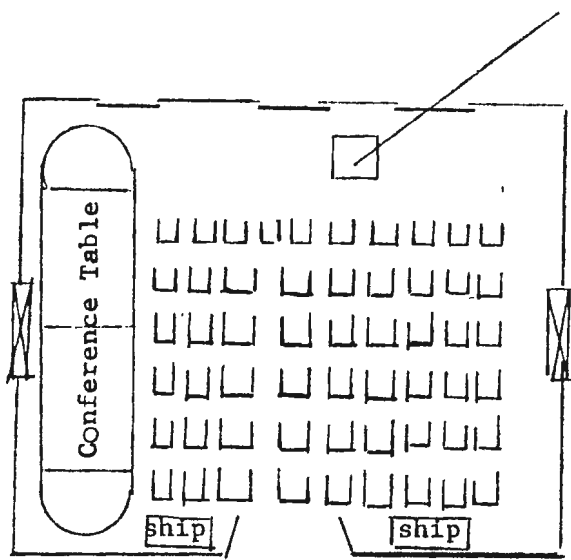
NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Elevator service	<input type="checkbox"/> Podium
<input type="checkbox"/> Special room arrangement (See attached sheet)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Chairs	<input type="checkbox"/> Extra table
<input type="checkbox"/> Other _____	
Funding for the above to be provided by _____	

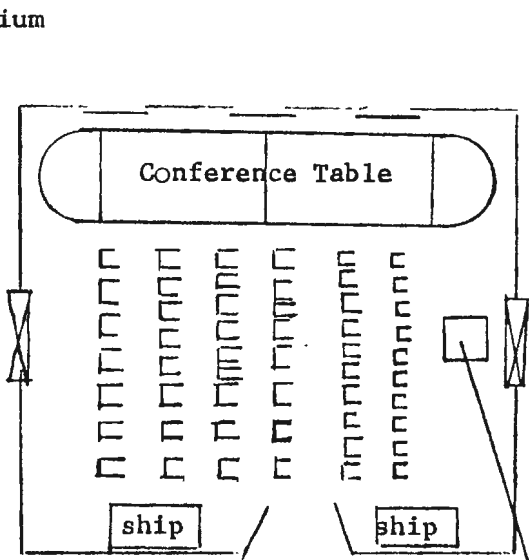
REMARKS:

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TO BE COMPLETED UPON RECEIPT OF KEY

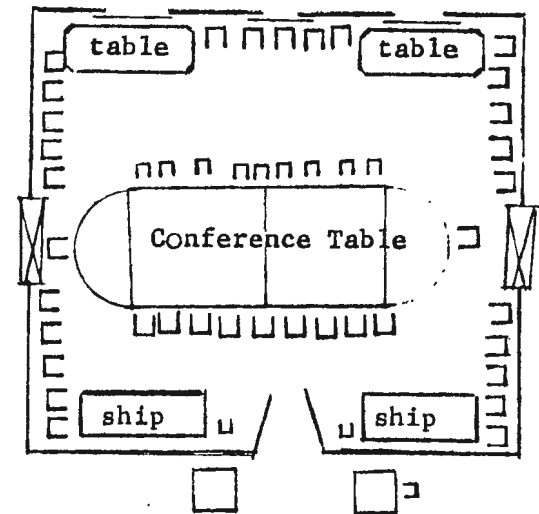
Signature of person responsible for key to Indian Treaty Room  
\_\_\_\_\_  
Ext: \_\_\_\_\_



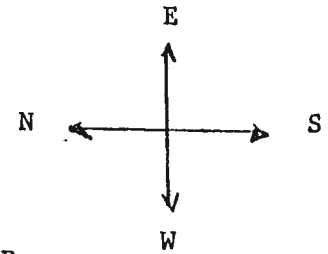
Plan - C (Theatre Style Setup)  
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Plan - A (Regular Setup)  
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Indian Treaty Room

NOTE: Choose one of the above :

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THE WHITE HOUSE

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**RESERVATION REQUEST FORM  
— INDIAN TREATY ROOM —**

Date: \_\_\_\_\_

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DATE OF MEETING: \_\_\_\_\_

HOURS: \_\_\_\_\_ to \_\_\_\_\_

NAME OF STAFF PERSON IN ATTENDANCE: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes  No

- Elevator service
- Special room arrangement  
(See attached sheet)
- Chairs

- Podium
- Coat Rack
- Extra table
- Other \_\_\_\_\_

Funding for the above to be provided by \_\_\_\_\_

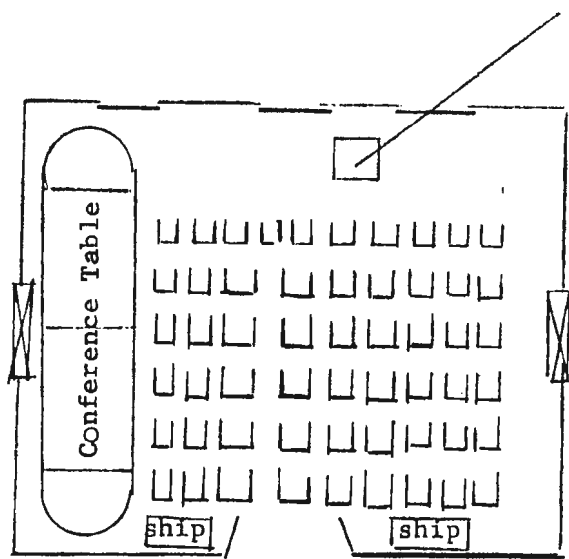
REMARKS:

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*TO BE COMPLETED UPON RECEIPT OF KEY*

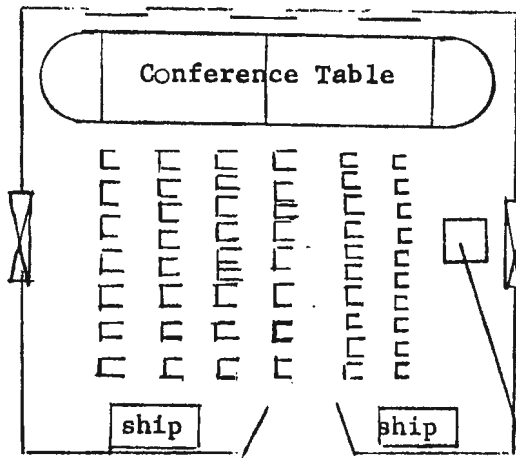
Signature of person responsible for key to Indian Treaty Room

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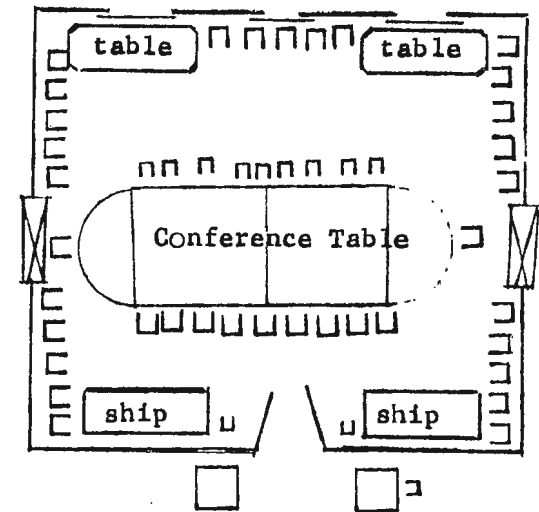
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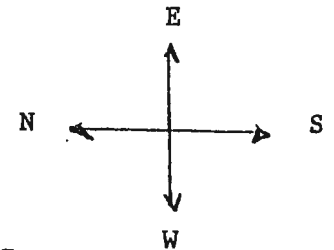
Plan - C (Theatre Style Setup)  
 sixty folding chairs - facing East



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 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs



Indian Treaty Room

NOTE: Choose one of the above :

- Plan A    \_\_\_\_\_
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CONTACT: \_\_\_\_\_ Ext: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

HOURS: \_\_\_\_\_ to \_\_\_\_\_

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PURPOSE OF MEETING: \_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

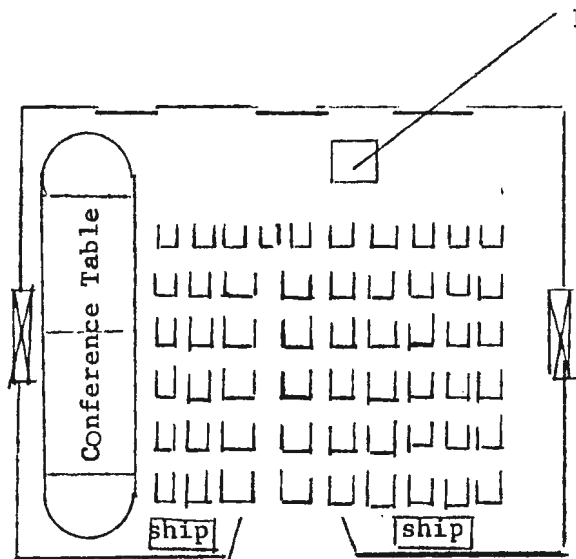
GSA STAFF REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Elevator service	<input type="checkbox"/> Podium
<input type="checkbox"/> Special room arrangement (See attached sheet)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Chairs	<input type="checkbox"/> Extra table
<input type="checkbox"/> Other _____	
Funding for the above to be provided by _____	

REMARKS:

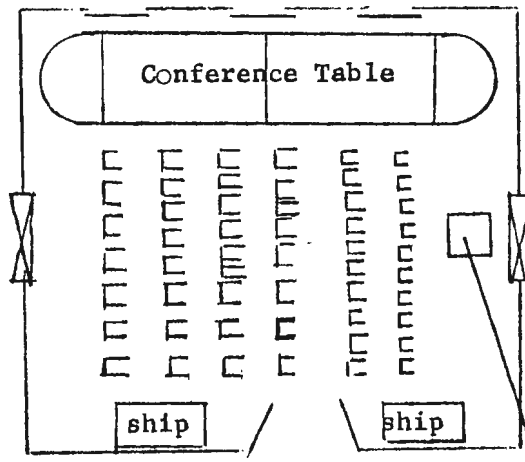
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Signature of person responsible for key to Indian Treaty Room _____ Ext: _____
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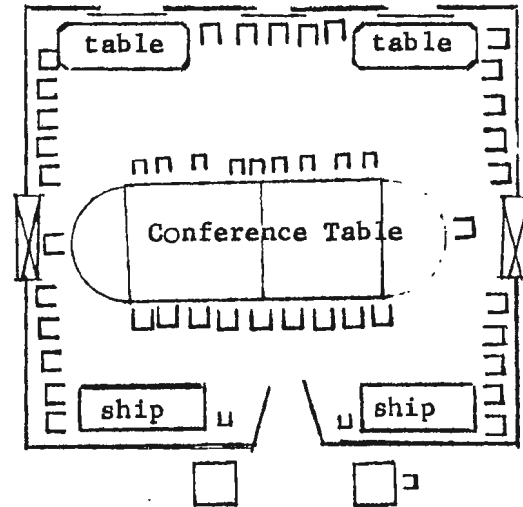




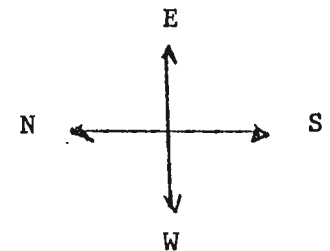
Plan - C (Theatre Style Setup)  
 sixty folding chairs - facing East



Plan - B (Theatre Style Setup)  
 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs



Indian Treaty Room

NOTE: Choose one of the above :

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THE WHITE HOUSE

WASHINGTON

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DATE OF MEETING: \_\_\_\_\_

HOURS: \_\_\_\_\_ to \_\_\_\_\_

NAME OF STAFF PERSON IN ATTENDANCE: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes  No

- Elevator service
- Special room arrangement  
(See attached sheet)
- Chairs

- Podium
- Coat Rack
- Extra table
- Other \_\_\_\_\_

Funding for the above to be provided by \_\_\_\_\_

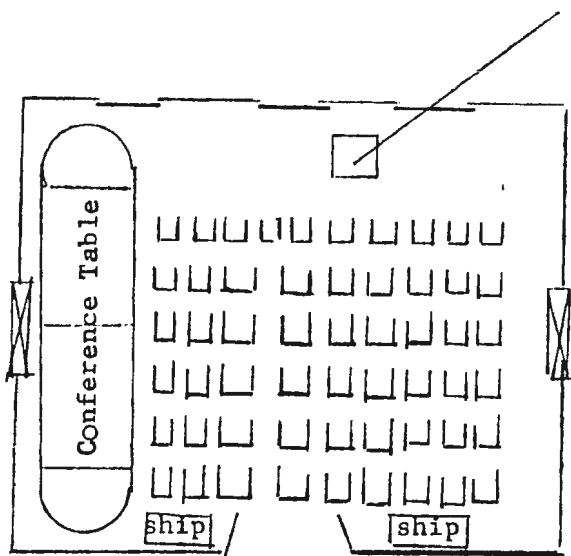
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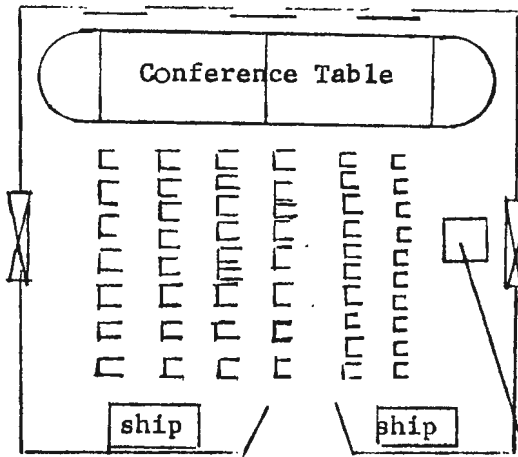
Signature of person responsible for key to Indian Treaty Room

\_\_\_\_\_

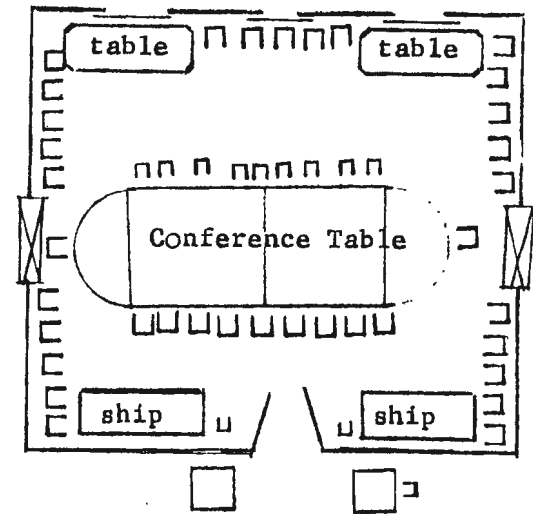
Ext: \_\_\_\_\_



Plan - C (Theatre Style Setup)  
 sixty folding chairs - facing East

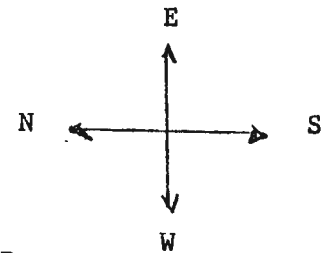


Plan - B (Theatre Style Setup)  
 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs

Podium



Indian Treaty Room

NOTE: Choose one of the above :

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NAME OF STAFF PERSON IN ATTENDANCE: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

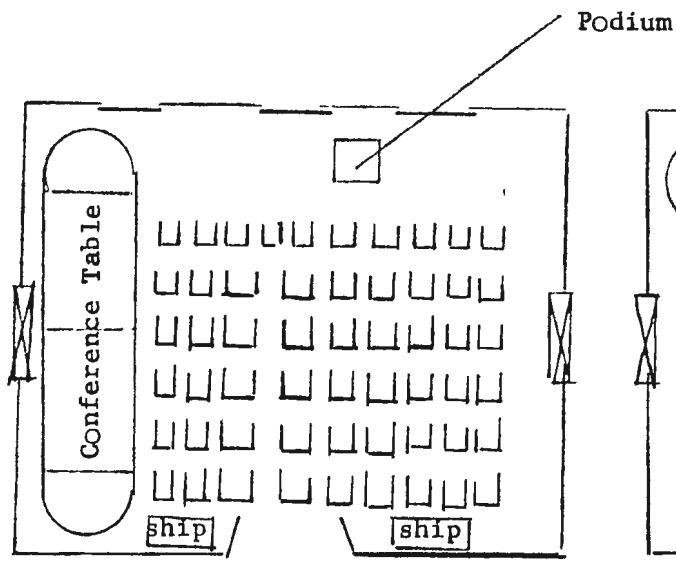
NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Elevator service	<input type="checkbox"/> Podium
<input type="checkbox"/> Special room arrangement (See attached sheet)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Chairs	<input type="checkbox"/> Extra table
<input type="checkbox"/> Other _____	
Funding for the above to be provided by _____	

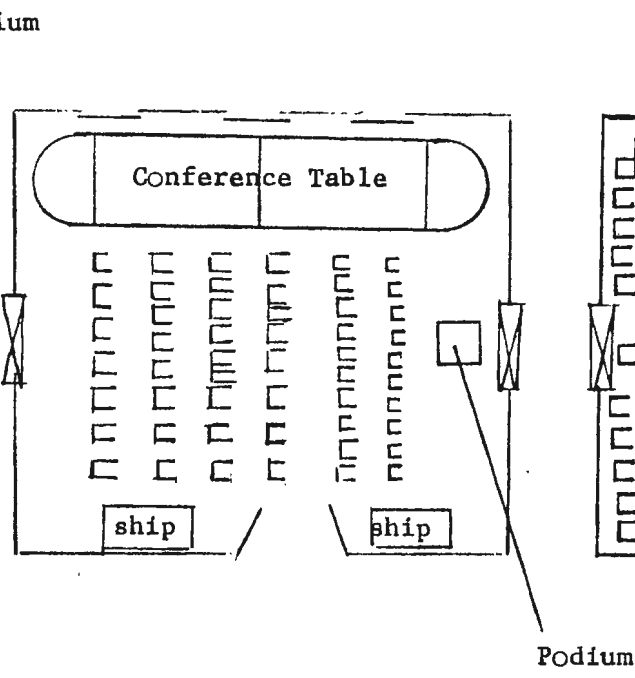
REMARKS:

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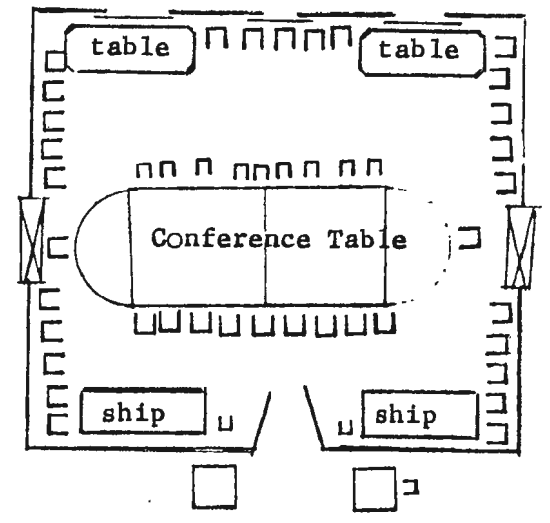
Signature of person responsible for key to Indian Treaty Room _____ Ext: _____
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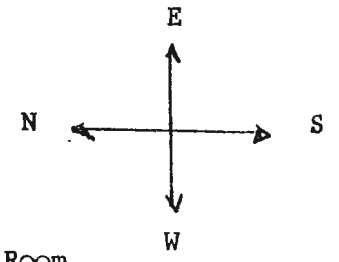
Plan - C (Theatre Style Setup)  
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Plan - B (Theatre Style Setup)  
 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs



Indian Treaty Room

NOTE: Choose one of the above :

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\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

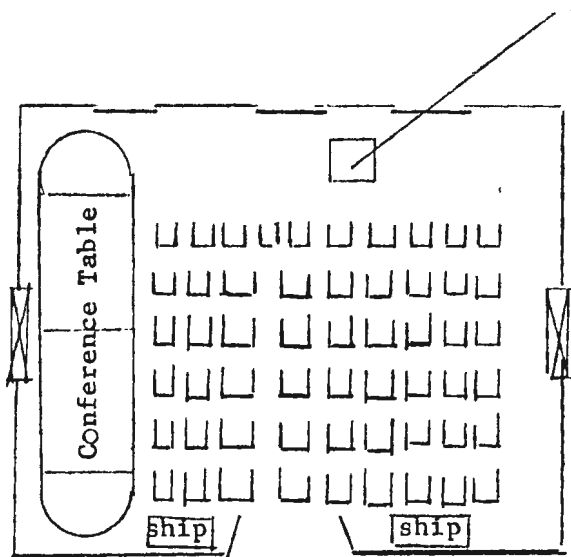
NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Elevator service	<input type="checkbox"/> Podium
<input type="checkbox"/> Special room arrangement (See attached sheet)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Chairs	<input type="checkbox"/> Extra table
<input type="checkbox"/> Other _____	
Funding for the above to be provided by _____	

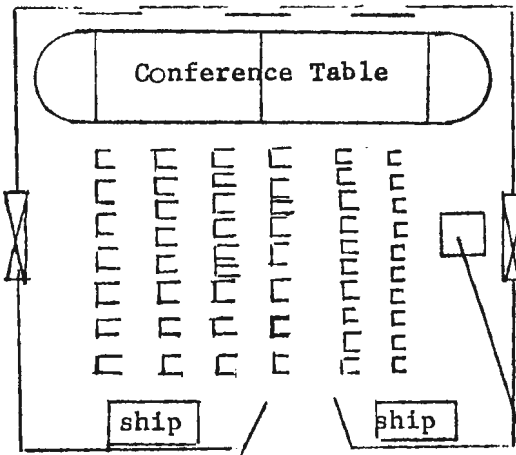
REMARKS:

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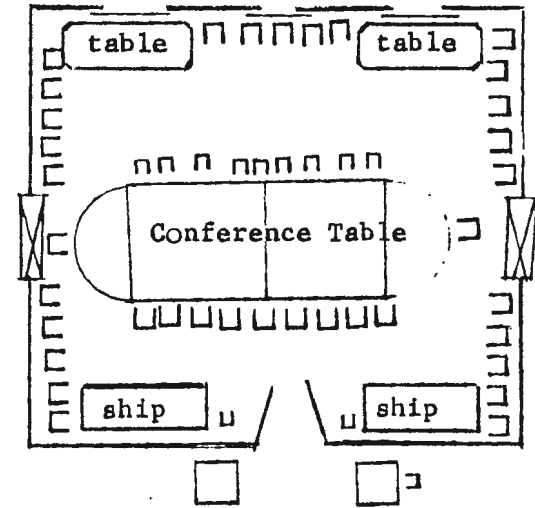
Signature of person responsible for key to Indian Treaty Room  _____ Ext: _____
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Plan - C (Theatre Style Setup)  
 sixty folding chairs - facing East

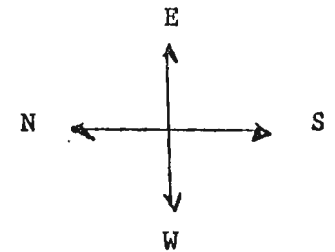


Plan - B (Theatre Style Setup)  
 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs

Podium



Indian Treaty Room

NOTE: Choose one of the above :

- Plan A \_\_\_\_\_
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THE WHITE HOUSE  
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HOURS: \_\_\_\_\_ to \_\_\_\_\_

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PURPOSE OF MEETING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

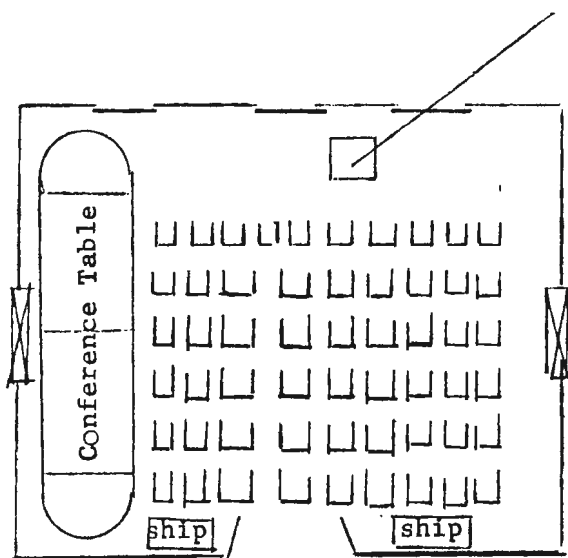
GSA STAFF REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Elevator service	<input type="checkbox"/> Podium
<input type="checkbox"/> Special room arrangement (See attached sheet)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Chairs	<input type="checkbox"/> Extra table
<input type="checkbox"/> Other _____	
Funding for the above to be provided by _____	

REMARKS:

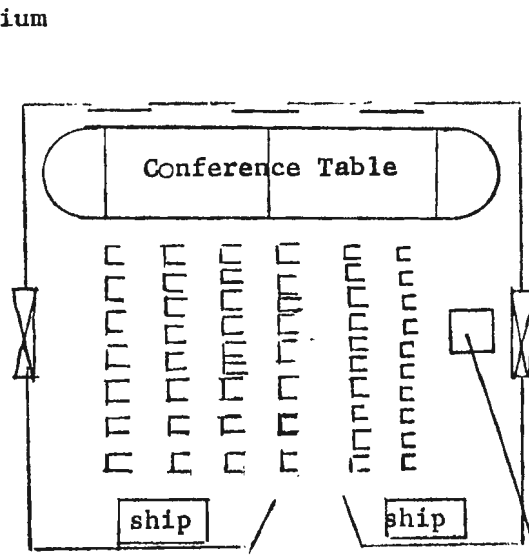
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Signature of person responsible for key to Indian Treaty Room _____ Ext: _____
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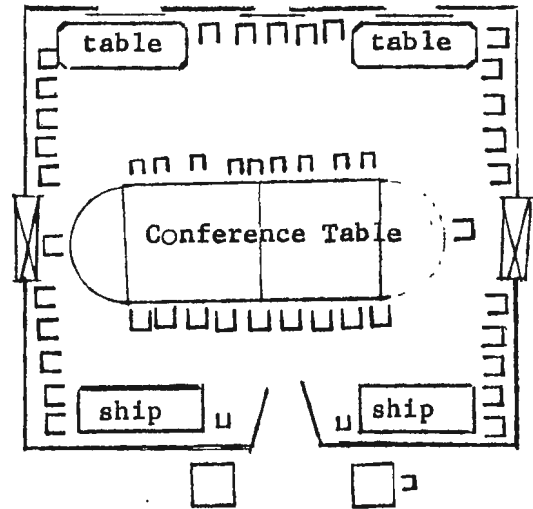




Plan - C (Theatre Style Setup)  
 sixty folding chairs - facing East

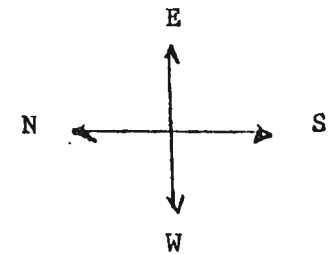


Plan - B (Theatre Style Setup)  
 sixty folding chairs - facing South



Plan - A (Regular Setup)  
 forty chairs      fifty leather chairs

Podium



Indian Treaty Room

NOTE: Choose one of the above :

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PURPOSE OF MEETING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

GSA STAFF REQUIRED: Yes  No

- Elevator service
- Special room arrangement  
(See attached sheet)
- Chairs

- Podium
- Coat Rack
- Extra table
- Other \_\_\_\_\_

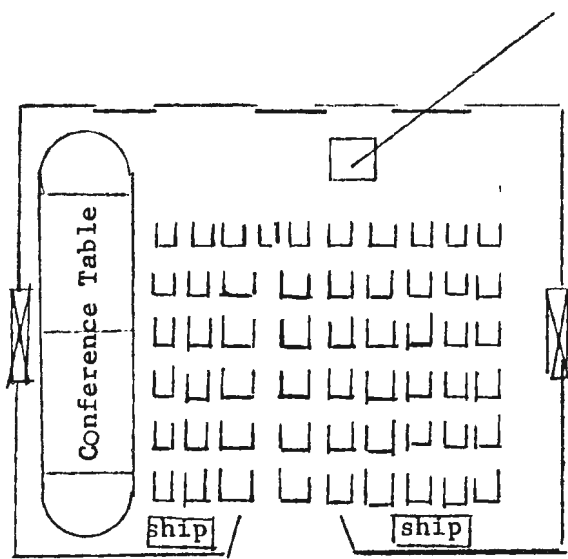
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REMARKS:

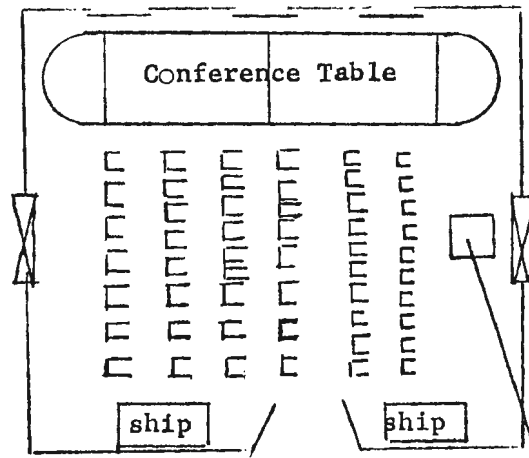
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Signature of person responsible for key to Indian Treaty Room

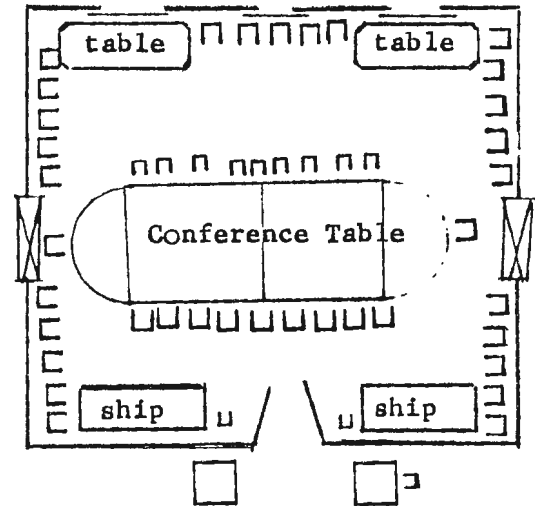
\_\_\_\_\_  
Ext: \_\_\_\_\_



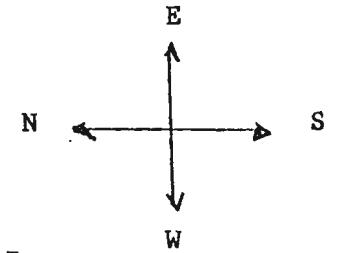
Plan - C (Theatre Style Setup)  
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PURPOSE OF MEETING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

REFRESHMENTS: Yes  No

GSA STAFF REQUIRED: Yes  No

(i.e., elevator service; special room  
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by \_\_\_\_\_

REMARKS:

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Signature of person responsible for key to Indian Treaty Room

\_\_\_\_\_  
Ext: \_\_\_\_\_

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PURPOSE OF MEETING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

REFRESHMENTS:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
GSA STAFF REQUIRED:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(i.e., elevator service; special room arrangement, chairs, podium, microphone, etc.)</i>		
Funding for the above to be provided by _____		

REMARKS:

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Signature of person responsible for key to Indian Treaty Room _____ Ext: _____
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HOURS: \_\_\_\_\_ to \_\_\_\_\_

NAME OF STAFF PERSON IN ATTENDANCE: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

OFFICIAL  PRIVATE

NO. OF ATTENDEES: \_\_\_\_\_

REFRESHMENTS: Yes  No

GSA STAFF REQUIRED: Yes  No

(i.e., elevator service; special room  
arrangement, chairs, podium, microphone, etc.)

Funding for the above to be provided by \_\_\_\_\_

REMARKS:

TO BE COMPLETED UPON RECEIPT OF KEY

Signature of person responsible for key to Indian Treaty Room

Ext: \_\_\_\_\_

THE WHITE HOUSE

WASHINGTON

REQUEST AUTHORIZED BY:

RESERVATION REQUEST FORM  
— INDIAN TREATY ROOM —

Date: \_\_\_\_\_

OFFICE: \_\_\_\_\_

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