



# MEA

## Michigan Education Association Meeting Request Form

<b>Mtg. Date</b>		<b>Mtg. Start /End Time</b>		<b># of Attendees</b>	
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### Contact Information

Date of request	Are you a MEA/MESSA/MEAFS Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Name	Company/Group Name
Department (if applicable)	Staff Referral	Cellphone	Email
Address	City	State	Zip

### Meeting Information

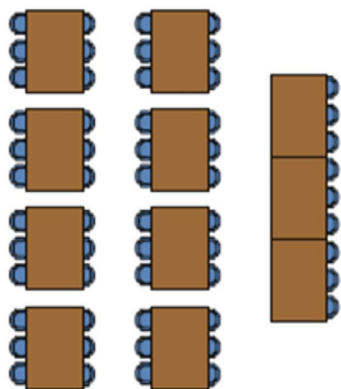
<b>Purpose of meeting:</b>	
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**Please complete the following information:**

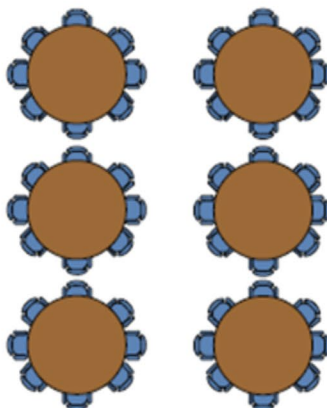
Coffee/Bottled Water (based on number of attendees)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Zoom Capability	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have your own projector?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you bringing your own food in? (MEA does have mini refrigerators for your use)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Room setup? (please refer to room setup guide)		
Podium and microphone	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Easels	<input type="checkbox"/> YES	<input type="checkbox"/> NO How many? _____
Will you need breakout rooms?	<input type="checkbox"/> YES	<input type="checkbox"/> NO How many? _____

Please complete all sections of this request form. Once complete, send the form and any questions to Dominique Muse at [DMuse@mea.org](mailto:DMuse@mea.org). Thank you!

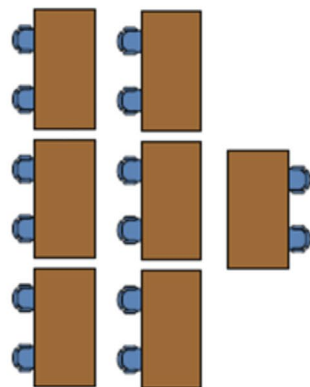
## Table Setup Guide



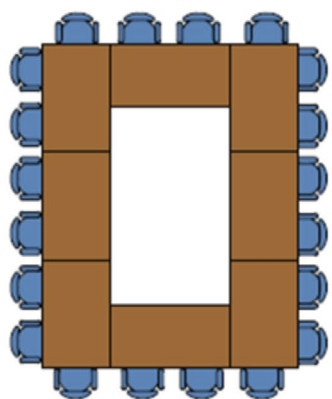
**Banquet**



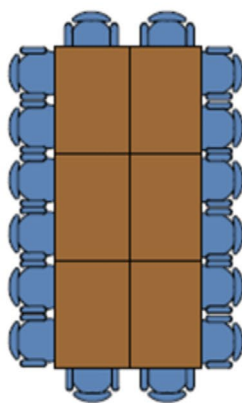
**Cabaret**



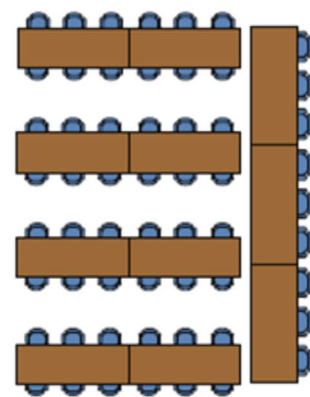
**Classroom**



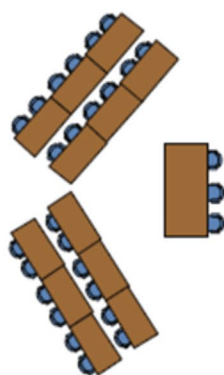
**Conference**



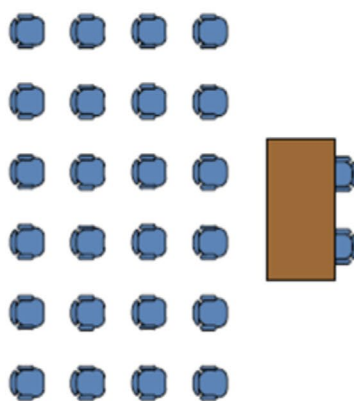
**Directors**



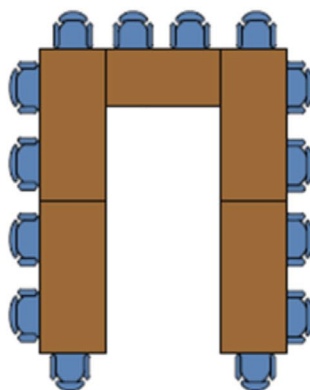
**E-Shape**



**Herringbone**



**Theatre**



**U-Shape**