



Conference Room Request

DATE:

TIME:

MEETING TITLE:

LIST OF ATTENDEES: *(Please specify if the attendees are NNPS employees or not)*

Please let me know if there are any changes to this information prior to the day requested.
If there are changes to the attendees, I will need to let the security guard know who will be visiting the building that day. If your meeting is cancelled, please let me know so I can open that time for another potential meeting.

Thank you,

Kendra Killingsworth

Grant Technician

Office: 757-283-7788 ext: 12189

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**1241 Gatewood Road – Door C-2
Newport News, VA 23601**

