



# Tenant Meeting Notification

Tenant & Department: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Location of Meeting (Floor & Room): \_\_\_\_\_

Facilitator Name: \_\_\_\_\_

# of Guests: \_\_\_\_\_

**Guest Names (if applicable):**

- |           |           |
|-----------|-----------|
| 1. _____  | 13. _____ |
| 2. _____  | 14. _____ |
| 3. _____  | 15. _____ |
| 4. _____  | 16. _____ |
| 5. _____  | 17. _____ |
| 6. _____  | 18. _____ |
| 7. _____  | 19. _____ |
| 8. _____  | 20. _____ |
| 9. _____  | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

**Instructions/Requests: (circle one)**

1. Send Guests to Tenant Receptionist - Contact Name/No. \_\_\_\_\_
2. Have Guests wait in Main Lobby - Contact Name/No. \_\_\_\_\_
3. Other - \_\_\_\_\_

Please submit this form to [security@3citycenter.com](mailto:security@3citycenter.com) at least 24 hours in advance so the team can prepare to assist.

For Security Team -    Add to Calendar    Supervisor Review