

Conference room booking template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Room	Date	Start	End	Host	Meeting	Attendees	Equipment

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FILLED EXAMPLE - all names and appointments are fictional.

Room	Date	Start	End	Host	Meeting	Attendees	Equipment
Boardroom A	12 May	09:00	10:00	Sam	Q2 review	8	Display
Boardroom A	12 May	11:00	11:30	Ava	Client call	4	Conference phone
Boardroom B	13 May	14:00	16:00	Jordan	Workshop	12	Whiteboard
Boardroom A	14 May	15:00	16:00	Riley	Hiring panel	5	