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**From:** Fred Jackson  
**Sent:** Thursday, April 19, 2018 4:32 PM PDT  
**To:** Sidia Landaverde; Ashli Marzett  
**CC:** Jerry Cosby; Mark Conley; Mindala Wilcox; Kathy Ares  
**Subject:** FW: Murphy's Bowl-4/23 EIR Meeting  
**Attachments:** Community Room Layout U Shape.pptx

Ashli and Sidia,

The Planning Department is requesting assistance to set up the Community Room for Monday, April 23<sup>rd</sup>. We would like a U Shape layout similar to the attached diagram with 2 tables at the base of the U and 3 tables along the side of the U.

Let me know if you have any questions.

Thanks,  
Fred

**Fred Jackson: Senior Planner : City of Inglewood**  
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**From:** Fred Jackson  
**Sent:** Thursday, April 19, 2018 2:48 PM  
**To:** Sidia Landaverde  
**Cc:** Mindala Wilcox  
**Subject:** RE: Murphy's Bowl-4/23 EIR Meeting

Hi Sidia,

I left a voice message regarding the set up arrangements needs for our meeting on Monday, April 23<sup>rd</sup> in the Community Room from 8:30 am to 4:00 pm.

We would like to have the room set up in a U-Shape with 2 tables at the base and 3 tables on each side. The arrangement should face the podium.

We also need a small table and a laptop computer along with the appropriate length cords.

Thanks for your assistance and if you have any questions please call me at x4255.

Best,  
Fred

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