



Zimmerman Advertising

Visitor Request Form

Name of person requesting the meeting(s):

Vendor/client name and meeting purpose:

Rationale for onsite meeting vs. virtual (e.g. Teams/Zoom):

Name(s) of internal persons attending:

Name(s) of client and/or external persons attending, including company name and titles:

Meeting date(s) and time(s):

Name of the reserved conference room(s):