**Parking Arrangements Example**

We are holding a press conference in the Health Professions Center at SPC on Wednesday, November 7, at 9:30 a.m. We would appreciate your help in reserving 10 parking spaces in the lot closest to the center, which I believe is 13. These will be for Dr. Flores, one of the trustees, other VIPS and media.

Also, we would appreciate having an officer there from about 9 to 9:45 to assist VIP’s and other attendees with parking. Please let me know if you need any other information. Thanks so much.