



COMMONWEALTH OF VIRGINIA  
HOUSE OF DELEGATES  
RICHMOND

G. PAUL NARDO  
CLERK OF THE HOUSE OF DELEGATES AND  
KEEPER OF THE ROLLS OF THE COMMONWEALTH

STATE CAPITOL  
POST OFFICE BOX 406  
RICHMOND, VIRGINIA 23218

January 24, 2016

Michael Lau  
The Law Offices of Lau & Associates, LLC  
10517 West Drive, Unit B  
Fairfax, Virginia 22030

Dear Michael:

I am pleased to grant your request on behalf of the Coalition of Asian Pacific Americans of Virginia to serve food and beverages in House Room 1 in the Capitol on Wednesday, February 8, from 9:30 a.m. to 10:30 a.m.

As you are aware, our catering contract with Meriwether Godsey for the Capitol and General Assembly Building requires all individuals/groups to arrange for food/beverage service with them when using either House or Senate space. Please contact Phyllis Turnage-Morris at (804) 698-7692 to handle your catering needs.

Aubrey Stewart, a member of the House Clerk's Office staff, will coordinate with you and Meriwether Godsey on the room setup and audio/video equipment. Please contact Aubrey by phone at (804) 698-1559 or via email at [astewart@house.virginia.gov](mailto:astewart@house.virginia.gov) at least two weeks prior to your event to discuss setup and audio/video equipment.

You should be aware that meeting space in the Capitol and the General Assembly Building exists to support the work of the General Assembly. So, please be advised that your event may have to be moved or canceled should this space be needed for legislative purposes on your scheduled day; therefore, it would be wise for you to have a "Plan B" should this happen. However, please know that every effort would be made to move your event to another space.

We request that the room be left the way it is found. If you have any questions, or if this office may be of further assistance, please let me know. We hope you have a successful event.

Sincerely,

Handwritten signature of G. Paul Nardo in black ink.  
G. Paul Nardo

GPN/lmg  
cc: Committee Operations  
Jay Braxton  
Jonathan Miller  
Aubrey Stewart  
Phyllis Turnage-Morris