

**To:** The Oklahoma County Public Buildings Authority Event Coordinator

**From:** Donna K. Thompson – Oklahoma Baptist State Convention

**Date:** 04/22/2026

---

This letter serves as our formal request to reserve the Lincoln Building Event Room, located at 4205 N. Lincoln Blvd., OKC, OK 73105.

**Date: Saturday November 14, 2026**

**Time: 9 a.m. – 6:00 p.m.**

**Title of Event: OBSC Prison Ministry Luncheon**

**Purpose: Annual Luncheon**

**Estimated Attendance: 225**

**Set-up Time Requested: Friday November 13, 2026 (12:00 p.m. – 5:00 p.m.)**

**Tear-down Time Requested: Saturday November 14, 2026 (5:30 p.m.)**

**Additional Notes:**

**We would like to set up Friday November 13<sup>th</sup> during the hours of 12:00 p.m. – 5:00 p.m.**

- 

Sincerely,

Donna K. Thompson  
OBSC Prison Ministry Director