

To: The Oklahoma County Public Buildings Authority Event Coordinator

From: Markita Shaw-Epps

Date: 05/28/2026

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, June 20, 2026

Time: 1 pm to 6 pm

Title of Event: Epps Family Reunion

Purpose: Family Reunion

Will there be Food / Drinks / Refreshments?: Yes

Estimated Attendance: 50 – 60 persons

Set-up Time Requested: 2 hours (11 am to 1 pm)

Tear-down Time Requested: 1 hour (6 pm to 7 pm)

Additional Notes:

- We will need 13 tables (chairs for 10 of the tables)
- We will do all setup and tear down

Sincerely,

Markita Shaw- Epps