

COUNTY OF



ALLEGHENY

RICH FITZGERALD  
COUNTY EXECUTIVE

SENT VIA E-MAIL TO: Matyasovsky, John [JMatyasovsky@allegheycourts.us](mailto:JMatyasovsky@allegheycourts.us)  
Collins, Kathryn [KCollins@allegheycourts.us](mailto:KCollins@allegheycourts.us)  
Collins, Sean [Sean.Collins@allegheycourts.us](mailto:Sean.Collins@allegheycourts.us)

August 10, 2017

Dear John,

This letter serves as confirmation for the Inaugural Alteryx User Group meeting. The Gold Room is reserved for Tuesday, September 19, 2017 from 3:30pm to 5:30pm.

We will ensure the availability of the projector screen and podium for testimonies and activate all microphones. The Projector can be picked up from County Council in room 119.

All attendees will be required to pass through security before proceeding to the designated area within the Courthouse. If you need to gain entry to the Gold Room, contact the building guards at 412-350-4218. They will unlock the doors and turn on the lights.

We respectfully request that **NO EATING, DRINKING OR SMOKING** be allowed in the Gold Room. This is an historic room, and with your cooperation, we wish to maintain this status.

If I may be of further assistance, please contact me at 412-350-3172.

Sincerely,

Alexandria Delancey

cc: County Executive  
County Manager  
Bureau of Police  
Administrative Services  
County Building Guards – 412-350-4218  
County Information Center  
Facilities Management