



**WEST TEXAS TRAINING CENTER**  
 3501 North US Highway 67 • San Angelo, Texas 76905

## ROOM REQUEST FORM

Please FAX to 325-481-8313 or email to dbethune@howardcollege.edu  
 Phone 325-942-2800, Option #1

Name of Event \_\_\_\_\_

Dates Requested for Room \_\_\_\_\_

Reserved **Start** and **End** Time \_\_\_\_\_ Event **Start** and **End** Time \_\_\_\_\_

Estimated Number of People \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

### ROOM PREFERENCE

- 104 Rapid Response
- 107 Kevin J. Barry Conference Hall - (Entire Room)
- 107 Kevin J. Barry Conference Hall - (South End only)
- A102 Kevin J. Barry Conference Hall (North End only)
- A106 Wolslager Training Room
- Other \_\_\_\_\_

Please indicate if room should be secured overnight. Additional charge applies. \_\_\_\_\_

### ROOM SETUP PREFERENCE (select one)

- Chairs only
- Classroom Style with tables and chairs in rows
- Table Arrangement (select one of these options):  U-shape  Pods  Square  Rectangle

### EQUIPMENT REQUEST (check all that apply)

#### WTTTC Media Center (select items needed):

- Computer  LCD Projector  DVD  Document Camera  Microphone  Wireless Presentation Remote Control
- Tables (select all that apply):  Side \_\_\_\_\_  Back \_\_\_\_\_  Front \_\_\_\_\_  Registration \_\_\_\_\_
- Flipcharts/Markers \_\_\_\_\_
- Wooden WTTTC Lectern
- Using personal laptops (NOTE: Must be configured by WTTTC IT Staff)
- We need WTTTC to provide \_\_\_\_\_ laptops for our group (Wolslager Room only).

QUANTITY (Maximum 32)