



**WEST TEXAS TRAINING CENTER
SAN ANGELO, TEXAS**

ROOM REQUEST FORM

Please FAX to 325-481-8313 or email to dbethune@howardcollege.edu

Name of Event _____

Dates Requested for Room _____

Times Requested for Room _____

Estimated Number of People _____

Business Name _____

Address _____ City, State, Zip _____

Phone _____ Fax _____

Contact Person _____ Title _____

Email _____

ROOM PREFERENCE

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

ROOM SETUP PREFERENCE (select one)

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

EQUIPMENT REQUEST (check all that apply)

WTTTC Media Center (select items needed):

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