INHOUSE ONLY

Organization: _____ Subject/Topic of Meeting: _____

Contact Person: _____ Telephone: _____ Number Attending: _____

Rooms Available: TEXAS TECH UNIVERSITY HSC – 800 WEST 4th STREET:
(Auditorium Standard Accommodations – Seats 230 persons)

Indicate (X) for choice of room: Auditorium ☐ Rotunda ☐

1C12 ☐ 2C12 ☐ 2C13 ☐ 2C39 ☐ approval needed 2C41 ☐ 2C91 ☐ Other: _____

Date: ____ Time: ____ - ____
Date: ____ Time: ____ - ____ Room Change: ____ (If Different)
Area Ready By: ____ Catered: Yes ☐ No ☐

Rooms Available: TEXAS TECH HEALTH CENTER – 701 WEST 5th STREET:

Indicate (X) for choice of room: 3166 ☐ 3168 ☐ 3206 ☐ 3208 ☐ Other: _____

Date: ____ Time: ____ - ____
Date: ____ Time: ____ - ____ Room Change: ____ (If Different)
Area Ready By: ____ Catered: Yes ☐ No ☐

Multiple Date Booking: Yes ☐ (If Yes, See attached calendar marking all dates requested.)

Will this meeting be Techlinked? Yes ☐ No ☐ Or Podium Use Only? Yes ☐ No ☐

If Techlinked, at what locations: ___ Videotaped Yes ☐ No ☐

Other Equipment/Services: (Indicate quantity of equipment required.)

LCD Projector ☐ LCD w/Computer ☐ LCDw/laptop ☐ Slide Projector ☐ Overhead Projector ☐
Laser Pointer ☐ TV Monitor ☐ VCR ☐ Flip Chart ☐ Satellite Hookup ☐
Easels ☐ Other equipment requests/comments: ___

Video taping can be provided at extra charge during regular working hours - Monday through Friday.

(Using organization will be responsible for damaged or lost equipment.)

ROTUNDA SETUP: (8 Foot Table Seats 10) Seating ☐ Display ☐ Registration ☐ Refreshment ☐

Texas Tech tablecloths: w/o plastic cover ☐ w/clear plastic cover ☐ w/red plastic cover ☐ w/white plastic cover ☐
(When soiled, Texas Tech tablecloths will be cleaned at the using department’s expense.)

OTHER _____

Beverages (Includes cups/creamer/sugar/stirrers/ice/napkins/lemon juice)
One Urn is 55 Six Oz. cups – 5 Gallons of Tea is 40 Sixteen Oz. Cups
Coffee: Urn ☐ Or Individual Cups ☐ Tea: 5 Gallons ☐ 2-1/2 Gallons ☐ Or Individual Cups ☐
Softdrinks: 12 Oz. Can ☐ Charged 50 Cents/Can

Other: (Plates, Plastic Ware, Special Requests, etc.): ___

An EEO/Affirmative Action Institution

Update

3/02/06