TLPDC Room Reservation Checklist
Departments/Organizations Outside of the TLPDC
Please be sure to complete both pages.

Event Name _____

Event Date_____ **Event Begin Time** _____ **End Time** _____

Organizing Department _____

Event Facilitator Name_____**Contact Phone Number** _____

Contact Email _____

Presenter Name_____**Contact Phone Number** _____

Contact Email _____

Target Audience_____(Ex. Faculty, Staff, Graduate Students)

Expected Number of Guests_____

Which room would you like to reserve?

Classrooms: ☐ **151 (Computer Lab)** ☐ **153 (Round Tables)**

Will you need to use the laptops in Room 151 TLPDC Computer Lab? ☐ Yes ☐ No

How many laptops do you expect that you will need?_____

Will you need chairs/table at the front of room for Panel Discussion/Presentation? ☐ Yes ☐ No

How many chairs?_____ How many tables?_____

Conference Rooms: ☐ **137** ☐ **139** ☐ **152 (Large Conference Room)**

**Would you like your event to be listed on the TLPDC online registration system (https://ttu.elementlms.com)
to allow your guests to register for your event?** ☐ **Yes** ☐ **No**

If so, please provide a short event description to accompany this session in the registration system.

Will you need the TLPDC to print out a sign-in sheet for your event? ☐ Yes ☐ No

All rooms at the TLPDC are fully equipped for Skype/Lync, a presenter computer, and video screens for presentation purposes. The classrooms (rooms 151 & 153) also have a presenter podium.

Will you need additional Audio/Visual Equipment or assistance? ☐ Yes ☐ No

    Please select from the list below:

☐ This session is a webinar. If so, will you need assistance setting this up? ☐ Yes ☐ No

☐ Use of TLPDC Skype Account (We recommend a trial run with the TLPDC Facilities Manager, Ching Lee, to be scheduled prior to your actual Skype meeting)

    A TLPDC staff member will log in to the account. Will you need further assistance?
☐ Yes ☐ No

☐ Use of Lync/Skype for Business for Conference Call

Will you have catering for your guests? ☐ Yes ☐ No

If yes, please be sure to refer to our Catering Guidelines document that can be found on the TLPDC website at www.depts.ttu.edu/tlpdc/.

    Will you need tables set up for food/buffet? ☐ Yes ☐ No

    Who will be catering the event? _____

    Who will be the departmental contact for any questions regarding catering? _____

    Contact Cell Phone Number _____ Contact Email _____

Scheduling Notice

We will begin confirming reservation requests for the different semesters on the dates listed below. Any requests received before these dates will be held until that time, and *will be reviewed in the order they are received*.

Fall – August 1st

Spring – December 15th

Summer – May 1st

Special accommodations may be able to be made for special events/conferences (ie. multi-day events) as we are able prior to these dates.

Email room reservation requests and completed forms to TLPDC.Room.Res@ttu.edu.

Please contact Molly Jacobs (molly.m.jacobs@ttu.edu) with any questions about the room reservation or room set up. Please contact Ching Lee at ching.lee@ttu.edu or with any question about technology in the room.