

Elizabethtown Community & Technical College

Room Set Up Form

600 College Street RD, Elizabethtown, KY 42701 ♦ (270) 706-8606 or (270) 706-8734 ♦ el-room-reservation@kctcs.edu

Organization Type & Name	Today's Date:
Please Select Organization Type:	
Organization Name if other than ECTC:	
Organization Representative:	
Phone:	Email :

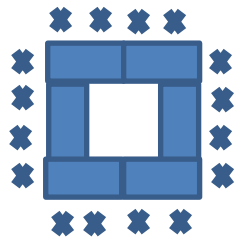
Name of Event:	Area or Room Requested:
Type <input type="checkbox"/> Conference <input type="checkbox"/> Performance <input type="checkbox"/> Other of <input type="checkbox"/> Meeting <input type="checkbox"/> Student Activity Event: <input type="checkbox"/> Orientation <input type="checkbox"/> Training	Date: Time: To: Estimated Attendance: Date/Time Room Needs to be Set Up:

Setup Instructions: - Please include a diagram or description of room setup. Indicate type and quantity of equipment. Setup, equipment and personnel requests must be made at least 10 days before your event. Please contact us if you have questions. If setup instructions are provided, a representative should be present at the time the room is to be ready. This person will approve or alter the setup. The college will be unable to accommodate setup changes after that time.

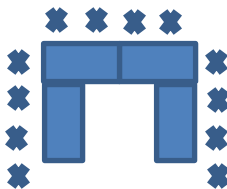
QTY	Resource	QTY	Resource	Additional Requirements/Comments:
	Display Projector		Microphones (3 max)	
	Tables		Wireless Mics (2 max)	
	Chairs		Podium (2 max)	
	Registration Table			
	Access for Campus Computers			

Please indicate room arrangement or provide diagram on back of form:

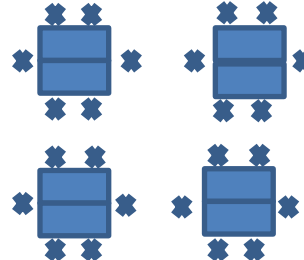
Square



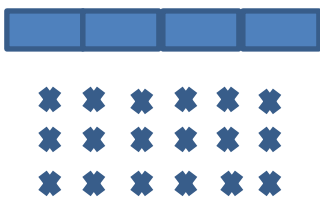
U-Shape



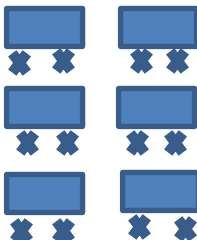
Banquet Style



Chairs Only



Classroom Style



Please paste any photos or diagrams below or print and draw:

