

COLORADO DEPARTMENT OF TRANSPORTATION AUDITORIUM SETUP REQUEST

Complete the information below and return to Facilities Management. If this form is not received within [] ^A ^^ \ Aprior to your meeting, the auditorium will be set up as "Option 1." The maximum auditorium capacity is 120 people. Facilities Management is responsible for the room set up, lighting, electricity, and room temperature.

**Please note: Auditorium reservations are not guaranteed.
The Executive Management Team and/or the Transportation Commission have priority.**

Meeting Title:	Date of Meeting:	Requestor's Name:
Actual Meeting Start & End Time: to	Expected Attendance:	Telephone Number:

The room is equipped with the following:

- **Podium with attached microphone**
- **Laptop**
- **Conference Phone**
- **Projector & 2 Screens**

Use the laptop provided for any presentations. Log-in and password information can be found inside the podium cabinet. If you need streaming or recording video, please contact CDOT OIT network staff (OIT_ServiceDesk_CDOT@state.co.us) 303-757-9317.

You will need to provide your own flipcharts and/or whiteboards, and any refreshments. It is your responsibility to remove all meeting supplies and pick-up/return all equipment.

If you are an outside agency, please contact the appropriate contact person at CDOT.

Check the desired set up listed below. If you require a different set-up, please attach a drawing of how you would like the auditorium arranged or indicate that you prefer to do your own set-up.

Select Option	Arrangement Option	Capacity
1	Assembly Style (chairs facing front, no tables)	120 people
2	Round tables (tables with 3 chairs per table)	48 people
3a	Small closed square	12 people (minimum)
3b	Large open square	36 people (maximum)
4	Luncheon with food service	64 people (maximum)

Yes No Food, beverages will be served

Notify Facilities Management if your meeting is canceled or postponed, to eliminate unnecessary set-up by the facilities staff.

Comments:

