RTCC Facilities Request



Use the TAB key to navigate through form.

|  |  |
| --- | --- |
| Event Title: |       |
| Start Date: |       | End Date: |       |
| Start Time: |       | End Time: |       | Number of Participants: |       |
| Event Contact: |       | Employee #: |       |
| Office Phone #: |       | Cell Phone #: |       |
| Add’l Contact: |       | Cell Phone #: |       |
| # of Presenters/Facilitators/Instructors: |       | Student Manuals: |       |
| Does any part of this event require course history? |       | Course #: |       |
| **Lodging Required?** Onsite dormitory-style lodging is available at RTCC. To secure reservations, send your request to rtc-lodging@shell.com. Accommodations and payment of offsite accommodations is the responsibility of the individual. |
| **Cost Center:**(*please choose one)* | SEPCo - Overhead |       | Needs to be **6** digits. |
| SEPCo – Network/Activity |       | Needs to be **12** digits. |
| SEPCo – WBS Element |       | Needs to be **18** digits. |
|  | If not SEPCo, what Shell Company? |       | Cost Center: |       |
| PLEASE NOTE THAT YOUR OVERHEAD COST CENTER WILL BE USED IF NONE IS PROVIDED ABOVE. |
| **Classroom Requirements** |
| Classroom Setup: | U-Shape: |       | Classroom: |       | Pods: |       |  |
| Flip Charts #: |       | Name Tents: |       | Name Badges: |       | Pencils: |       | Note Pads: |       |
| Break-Out-Rooms #: |       | Add’l Tables Req’d #: |       | Placement: |       |
| Special Setup Notes: |       |
| **IT/Audio/Visual Requirements**RTCC IT Support can be reached at 985-543-1211 for special requests and assistance. |
| Laptops Required #: |       | Network Cable: |       | Surge Protector: |       | LCD Projector: |       |
| Using Own GID Laptop: |       | Model: |       |
| Using Own Non-GID Laptop: |       | NOTE: Laptop must have a VGA Port.  | Microphones #: |       |
| Electronic Easel: |       | Video Camera: |       | Video Conference: |       | Conference Phone: |       |
| TO INSURE QUALITY VIEWING, WE RECOMMEND ONSCREEN PRESENTATIONS BE BROUGHT TO RTCC ON A FLASH DRIVE OR EXTERNAL HARD DRIVE. |
| **Special Services** |
| Bottled Water (# Cases): |       | Fruit/Cheese Tray: |        | AM |        | PM | Cookies: |        | AM |        | PM |
| Special Lunch Time: |       | Special Lunch: |       | Details: |       |
| After-Hours Social: |       | Time: |       | # Attending: |       | Hors d’oeuvres: |       | Alcohol: |       |
| Special Dinner: |       | Time: |       | # Attending: |       | Tent Req’d: |       | CD/DVD Player: |       |
| Special Dietary Needs: |       |
| \*PLEASE LET US KNOW IF ANY SHIPMENTS WILL BE SENT TO US FOR YOUR EVENT AND HAVE THEM LABELED WITH EVENT NAME AND DATE.  |
| **Other Needs** |
|       |

For a map to RTCC and other useful information, visit our website at [www.shell.us/training](http://www.shell.us/training).

Please forward completed form to Nancy.McDonald@shell.com