

## 25Live: New Location Worksheet

After completing this form, email it to: [TS-BusinessOps@fhsu.edu](mailto:TS-BusinessOps@fhsu.edu)

Location Name: (ex: TH 103) \_\_\_\_\_ Max Capacity: \_\_\_\_\_

Location Formal Name: (ex: Tomanek Hall, TH 103 - Conference Room) \_\_\_\_\_

General Requestors: Call/Email Dept Submit Request in 25Live

If Call/Email Dept, what phone number should be listed? \_\_\_\_\_

Who can enter events? \_\_\_\_\_

**Location Layouts:** Describe possible physical arrangements of the location. Indicate lower capacity if applicable.

**Check any that apply:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> As Is            | <input type="checkbox"/> Conference         | <input type="checkbox"/> Special Request (please describe) |
| <input type="checkbox"/> Banquet          | <input type="checkbox"/> Empty              | <input type="checkbox"/> Theatre                           |
| <input type="checkbox"/> Circle of Chairs | <input type="checkbox"/> Press Conference   | <input type="checkbox"/> U-Shape                           |
| <input type="checkbox"/> Classroom        | <input type="checkbox"/> Rectangle / Square |  |

**Location Features:** Specify all physical attributes present in the location. Indicate quantity where applicable.

**Check any that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> AV - Blu-Ray/DVD Player                           | <input type="checkbox"/> Board - Marker                 |
| <input type="checkbox"/> AV - Computer - PC                                | <input type="checkbox"/> Chart - Wall Map               |
| <input type="checkbox"/> AV - Conference Phone/Polycom                     | <input type="checkbox"/> Chart - Wall Periodic Table    |
| <input type="checkbox"/> AV - Connectivity - HDMI                          | <input type="checkbox"/> Floor - Carpet                 |
| <input type="checkbox"/> AV - Connectivity - VGA                           | <input type="checkbox"/> Floor - Concrete / Unfinished  |
| <input type="checkbox"/> AV - Document Camera                              | <input type="checkbox"/> Floor - Hardwood               |
| <input type="checkbox"/> AV - DVD Player                                   | <input type="checkbox"/> Floor - Tile                   |
| <input type="checkbox"/> AV - Instructor Station                           | <input type="checkbox"/> Internet - Ethernet            |
| <input type="checkbox"/> AV - Microphone, Wireless Handheld                | <input type="checkbox"/> Internet - Wireless            |
| <input type="checkbox"/> AV - Microphone, Wireless Headset                 | <input type="checkbox"/> Lectern/Podium                 |
| <input type="checkbox"/> AV - Microphone, Wireless Lapel                   | <input type="checkbox"/> Lighting - Dimmable            |
| <input type="checkbox"/> AV - Projector Screen                             | <input type="checkbox"/> Music - Keyboard               |
| <input type="checkbox"/> AV - Sound System - Advanced                      | <input type="checkbox"/> Music - Piano                  |
| <input type="checkbox"/> AV - Sound System - Basic                         | <input type="checkbox"/> Seating - Fixed                |
| <input type="checkbox"/> AV - TV - Interactive                             | <input type="checkbox"/> Seating - Moveable             |
| <input type="checkbox"/> AV - TV - Large Screen                            | <input type="checkbox"/> Seating - Node Chairs          |
| <input type="checkbox"/> AV - TVs for Student Collaboration (multiple)     | <input type="checkbox"/> Seating - Tables and Chairs    |
| <input type="checkbox"/> AV - Video Conferencing Capable (PC, Webcam, Mic) | <input type="checkbox"/> Seating - Tables with Power    |
| <input type="checkbox"/> AV - Video Projector                              | <input type="checkbox"/> Seating - Tablet Arm Chairs    |
| <input type="checkbox"/> AV - Video Projector - Interactive                | <input type="checkbox"/> Seating - Tiered               |
| <input type="checkbox"/> AV - Video Projectors (Dual)                      | <input type="checkbox"/> Sink                           |
| <input type="checkbox"/> Air Conditioning                                  | <input type="checkbox"/> Stage                          |
| <input type="checkbox"/> Air, Gas, and Vacuum Connections                  | <input type="checkbox"/> Windows - Exterior with Shades |
| <input type="checkbox"/> Board - Chalk                                     |   |

**Location Categories:** Specify all the categories that describe this space.

**Check any that apply:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Athletic Space              | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Observatory          |
| <input type="checkbox"/> Auditorium                  | <input type="checkbox"/> Display         | <input type="checkbox"/> Office               |
| <input type="checkbox"/> Ballroom                    | <input type="checkbox"/> Feature Wall    | <input type="checkbox"/> Outdoor Space        |
| <input type="checkbox"/> Classroom - Computer Lab    | <input type="checkbox"/> Gallery         | <input type="checkbox"/> Performance Space    |
| <input type="checkbox"/> Classroom - Department      | <input type="checkbox"/> Lobby           | <input type="checkbox"/> Reading / Study Room |
| <input type="checkbox"/> Classroom - General Purpose | <input type="checkbox"/> Meeting Room    | <input type="checkbox"/> Residential Life     |
| <input type="checkbox"/> Classroom - Laboratory      | <input type="checkbox"/> Multi-Purpose   | <input type="checkbox"/> Studio               |