



**Hobbs Municipal School Training Center & Tydings Auditorium**

2110 East Sanger Street Hobbs, NM 88240 Phone: 575-433-0247 FAX: 575-433-0140

**Hobbs Municipal Schools Training Center and Tydings Auditorium Event Requirements**

The Hobbs Schools Training Center and Tydings Auditorium Event Setup Requirement checklist was developed to assist customers when organizing trainings, lectures, panel discussions, workshops, meetings, conferences, etc. Not all items on the checklist will be relevant to every function. Questions pertaining to the Checklist or requests for assistance should be directed to the Coordinator of Facility Scheduling at 575-433-0247 or [ledgerwoodt@hobbsschools.net](mailto:ledgerwoodt@hobbsschools.net)

**Type of Event:**

<input type="checkbox"/> Conference	<input type="checkbox"/> Meeting
<input type="checkbox"/> Lecture	<input type="checkbox"/> Company Training
<input type="checkbox"/> Video Conference	<input type="checkbox"/> Computer Training
<input type="checkbox"/> Workshop	<input type="checkbox"/> Panel Discussion
<input type="checkbox"/> Concert	<input type="checkbox"/> Theatrical Performance

- Technical Support @ 575-433-0218
- Custodial @ 575-433-0100
- Auditorium Manager @ 575-318-9847

**Contact Information:** *Contact Person needs to be who the Coordinator will have most contact with regarding Setups and any additional event questions.*

Name/Title:

Address:

Phone Number:

Fax Number:

Cell Phone Number:

Email:



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**Scheduling Information:**

<input type="checkbox"/> Number of: Tables*:	<input type="checkbox"/> Number of Chairs:
<input type="checkbox"/> Podium	<input type="checkbox"/> Flip Chart: How Many _____
<input type="checkbox"/> Easels: How Many _____	<input type="checkbox"/> Flip Chart Markers
<input type="checkbox"/> Additional Trash Receptacles: How Many _____	<input type="checkbox"/> Flags: (Circle) •United States •New Mexico

**AV Needs:**

<input type="checkbox"/> Laptop	<input type="checkbox"/> Projection Set up***
<input type="checkbox"/> Projector	<input type="checkbox"/> Sound System
<input type="checkbox"/> Projection Screen: (Circle)	<input type="checkbox"/> Microphones for Panel
<input type="checkbox"/> ELMO Projector	<input type="checkbox"/> Power/Extension Cord
<input type="checkbox"/> Computer Speakers	<input type="checkbox"/> Phone <i>Companies will be charged for long distance calls.</i>
<input type="checkbox"/> Computer Mouse	<input type="checkbox"/> Microphone: (Circle) •Handheld •Wireless •Lapel

\* Rectangle Tables Available.

\*\*Includes Laptop, Projector, Screen, DVD Capability, ELMO Projector, And Sound System.

\*\*\*For facilities not equipped with Smart Classroom Capabilities. Includes Projector and Laptop.

**Dining Services:**

Contact the Hobbs Municipal Schools Nutritional Services at (575) 433-0220 . Table cloths and table skirts should be requested through Hobbs Municipal Schools Nutritional Services upon request of food or a week in advance.

Type of Catering: Check all that apply.

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Break Snacks
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## Tydings Auditorium Specifications:

<input type="checkbox"/> Stage: (Circle) •Full Stage	<input type="checkbox"/> Lighting: (Circle) •Full Stage •Audience
<input type="checkbox"/> Computer	<input type="checkbox"/> Projector
<input type="checkbox"/> DVD Player	<input type="checkbox"/> CD/Tape Player
<input type="checkbox"/> Sound System	<input type="checkbox"/> Grand Piano
<input type="checkbox"/> American Flag	<input type="checkbox"/> NM State Flag
<input type="checkbox"/> Microphones: How Many ( <i>Specify which type above in AV needs.</i> )	<input type="checkbox"/> Special Requests _____