



Training Center

FACILITY USAGE CHECKLIST

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

Type of Event:

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

- Technical Support @ 575-433-0218
- Custodial @ 575-433-1728

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:

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

Scheduling Information:

- Number of: Tables:
- Number of Chairs:
- Podium
- Flip Chart: How Many _____
- Easels: How Many _____
- Flip Chart Markers
- Additional Trash Receptacles: How Many _____
- Flags: (Circle) •United States •New Mexico

AV Needs:

- Laptop
- Projection Set up
- Projector
- Sound System
- Projection Screen
- Microphones for Panel
- Document Camera
- Power/Extension Cord
- Computer Speakers
- Phone Companies will be charged for long distance calls.
- Computer Mouse
- Microphone: (Circle) •Handheld •Wireless •Lapel

Rectangle Tables Available.

***Includes Laptop, Projector, Screen, DVD
Capability, Document Camera, And Sound System.***

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.

- Breakfast
- Lunch
- Break Snacks