

Classified / General Preapproval / Room Request

Topic: _____

Audience: _____

Single Date: _____ Multiple Dates: _____, _____, _____, _____, _____,

Time: _____ 8:00-11:00 _____ 12:30-3:30 _____ 8:00-3:30 _____ Other _____

Location: CTAT rooms: _____FA 4101 _____FA 4102 _____FA 4103
_____Austin _____PDC _____Board Room _____Other: _____

Technology needed: _____desk top computers _____Chromebooks other: _____
Presenter's desktop and projection TV is available in all rooms. Red Cat is also available.

Presenter/s: _____

- Sign out key from Curriculum if using CTAT building or Austin
- Unlock your room and snack room
- Make, turn off and clean up coffee
- Have a sign in sheet—send a copy to Payne
- Issue the Documentation of Training using the preapproval number
- If you rearrange the room, please return it to the original configuration
- If using Chromebooks, remind people to log off
- You may use the “guest” mode for Chromebooks instead of logging on
- Presenter may use desktop computer to access the internet
 - Login – wssub Password—Tribble\$
- Make sure to lock the room when you leave
- Lock the snack room if you are the last presenter
- Return key to Curriculum

Person Submitting Request / Date

Signature of Supervisor / Date

Classified/General
PD APPROVAL NUMBER: _____

PD Calendar: _____
Curriculum Calendar: _____
Approval to Presenter: _____

PD Signature

Date

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Sign in sheets to Payne

Documentation of Training Issued by Presenter