To ensure proper scheduling, submit completed VTC form at least 24 business hours prior to event.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of individual or instructor hosting VTC: | | | | | |  | | | | | | | | |
| Today’s Date: |  | Office Phone: | | |  | | | | | Mobile Phone: | | |  | |
| VTC Event OR Course Name: | | |  | | | | | | | | | | | |
| **Schedule VTC Start - Date:** | | | |  | | | **Start Time:** | |  | | | **End Time:** | |  | |
| **For reoccurring events or semester classes, also indicate days of the week and the date to end** | | | | | | | | | | | | | | |
| **Mondays** **Tuesdays** **Wednesdays** **Thursdays** **Fridays** | | | | | | | | | | | | | | |
| **Schedule VTC to End On - Date:** | | | | | | | |  | | |  | | | |

**Event Host/Requestor:** Reserve “Origin Point” VTC room by first emailing [RoomRequests@nscc.edu](mailto:RoomRequests@nscc.edu). Then contact all coordinators / directors for each campus “End Points” to complete the information below, and finally send the completed form via email to [HelpDesk@nscc.edu](mailto:HelpDesk@nscc.edu) or, Fax: 615-353-3702, or deliver to Main Campus Rm. C-219A

|  |  |  |  |  |  |  |  |  |
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| **ORIGIN POINT**  ☑ One  Only | **END POINT(S)**  ☑ One or More | **CAMPUS – ENDPOINT(S)**  If a portable VTC unit (EX90, DX80 or others)  are to be used, please include the room  number, or numbers, if not indicated below | | | | | | **CONTACT NAME AND PHONE NUMBER AT END POINTS** |
|  |  | Main Campus - K163 (Library /LRC) | | | | | |  |
|  |  | Main Campus – S105 | | | | | |  |
|  |  | Main Campus – S208 | | | | | |  |
|  |  | Main Campus – W3 – EX90 | | | | | |  |
|  |  | Main Campus – W78 (Teaching Center) –DX80 | | | | | |  |
|  |  | Southeast Campus – 2042 | | | | | |  |
|  |  | Southeast Campus – 1425 | | | | | |  |
|  |  | Southeast Campus – DX80 | | | Room: | |  |  |
|  |  | Humphreys County – DX80 | | | Room: | |  |  |
|  |  | Humphreys County - Dual Screen Unit | | | | | |  |
|  |  | Clarksville – Dual Screen | | | | | |  |
|  |  | Clarksville – DX80 | Room: | |  | | |  |
|  |  | Dickson – EX90 | Room: | |  | | |  |
|  |  | East Davidson – 54 - Dual Screen | | | | | |  |
|  |  | East Davidson – DX80 | | Room: | |  | |  |
|  |  | **Other: Enter campus and room here** | | | | | |  |