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. 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 or, Fax: 615-353-3702, or deliver to Main Campus Rm. C-219A

|  |  |  |  |
| --- | --- | --- | --- |
| **ORIGIN POINT**☑ OneOnly | **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** |       |