

**Huston-Tillotson University
Facility Diagram**

Campus Location Requested: _____

Event Sponsor: _____

Contact Person(s): _____ E-mail: _____

Address: _____

Phone: (Home) _____ (Office) _____ (Mobile) _____

Type of Activity/ Event: _____

Date of Activity/ Event: _____ Time Needed: _____

Use this space to diagram your room layout. Draw your tables, chairs, and other items for a one-time set up. Return diagram one week prior to your event to Events Management at events@htu.edu or the 512.505.3196 fax.

