



TRAINING ROOM REQUEST • FORM (REVISED 11/2017)

Requests for use of the training room for internal/external audiences must be approved by a manager and deputy prior to permission being granted. All requests must be submitted 2 weeks prior to the date of the event/meeting for accommodations to be made. Please allow 2 to 3 business days for approval. Please complete this form and route, in this order to : (1) your unit supervisor/manager, (2) your deputy, (3) Vital Records Operations Support or Training & Communications.

Section 1 and 2 of this form must be completed before routing to the Vital Records Training & Communications or Operations Support team. Failure to follow this requirement will delay the approval and use of the facility. For additional information, contact D'Andre Mayberry at (770) 909-5378.

Section 1: REQUESTER'S INFORMATION

DATE SUBMITTED		REQUESTED TRAINING DATE	
FIRST NAME		LAST NAME	
DEPARTMENT/UNIT	PHONE NUMBER		EMAIL ADDRESS
REQUESTING USE OF TRAINING ROOM FOR			
PREFERRED TIME FOR EQUIPMENT TRAINING			

Section 2: CHECKLIST

Please see D'Andre Mayberry, Michael Valle, Akilah McGhee, or Robby Braumuller for assistance with operating the equipment.

<input type="checkbox"/> Operating Audio <input type="checkbox"/> Operating Video <input type="checkbox"/> Operating Sound	<input type="checkbox"/> Lighting Control <input type="checkbox"/> Computer/Microphone Usage <input type="checkbox"/> Other
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Section 4: COMMENTS

PLEASE PLACE ANY SPECIAL NEEDS HERE:
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Please obtain approval from your Deputy Director to request use of the room and equipment.

Section 3: SUPERVISOR/MANAGER AND DEPUTY APPROVAL

SIGNATURE OF SUPERVISOR/MANAGER (IF NEEDED):
APPROVAL STATUS <input type="checkbox"/> Approved as presented <input type="checkbox"/> More information requested
SIGNATURE OF DEPUTY

Section 4: DIRECTOR/STATE REGISTRAR APPROVAL (FOR EXTERNAL USE ONLY)

SIGNATURE OF DIRECTOR/STATE REGISTRAR:
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