



**Eastern Kentucky University**  
**Conferencing & Events**  
202 Perkins Building  
521 Lancaster Avenue  
Richmond, KY 40475-3102  
Phone: (859) 622-1444  
Fax: (859) 622-6205

**KEEN-JOHNSON BUILDING - SECOND FLOOR**

Please submit your room arrangement requests and return to EKU Conferencing & Events for approval.

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

CLIENT: \_\_\_\_\_

CLIENT SIGNATURE: \_\_\_\_\_

