



**Eastern Kentucky University
Conferencing & Events**

202 Perkins Building
521 Lancaster Avenue
Richmond, KY 40475-3102
Phone: (859) 622-1444
Fax: (859) 622-6205

PERKINS BUILDING - "QUADS"

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

EVENT: _____

DATE: _____

CLIENT: _____

**CLIENT
SIGNATURE:** _____

