



**Eastern Kentucky University  
Conferencing & Events**

202 Perkins Building  
521 Lancaster Avenue  
Richmond, KY 40475-3102  
Phone: (859) 622-1444  
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**KEEN-JOHNSON BUILDING - FIRST FLOOR**

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

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

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

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

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

