

Vance AFB Auditorium ROEs

- Reserve the auditorium by emailing 71ftw.pa@us.af.mil with: contact name, number/email, need for A/V support and # of expected attendees
- PA will be in touch within 48 hours to confirm your event. If you require A/V support and the # of attendees can be accommodated elsewhere, we will direct you to these assets:

Alternate Briefing Locations with A/V capabilities:

Location; capacity; contact to reserve

- Wing Conference Room; 35; 213-7101
 - Bldg 455/FTAC; 62; 213-7222
 - 3d Auditorium; 70; 213-6485
 - OSS/STUS Auditorium; 130; 213-5204
 - 8th Auditorium; 213-6102
 - Aerospace Physiology Classroom; 213-6359
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- If your A/V-supported event meets attendance thresholds, a PA representative will be available to run your A/V requirements. All materials will be placed in the “S:\Public\Public Affairs\Base Auditorium” folder for their access.
 - You will be responsible for checking out the exterior door key from Public Affairs and letting your participants into the building prior to the event.
 - You should contact Civil Engineering at x6081 to turn on the heat/air conditioning at least one hour prior to your event.
 - Lighting is located on the right (east) wall.
 - Only PA personnel are allowed to utilize the A/V equipment.
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- *If you do **not** need A/V support, you can check out the auditorium key from Public Affairs, Bldg 500, Suite 206 on the day of the event, or the afternoon before if you need access before 0900.*