



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension

Service and Leadership • www.sbceo.org

NORTH COUNTY OFFICE, FARNEL ROAD MIGRANT CONFERENCE ROOM SET-UP FORM

Requested by: _____ Date of meeting: _____

Time: _____ (AM) (PM) to _____ (AM) (PM)

Purpose of meeting: _____ Number expected: _____

Contact person: _____ Phone: _____

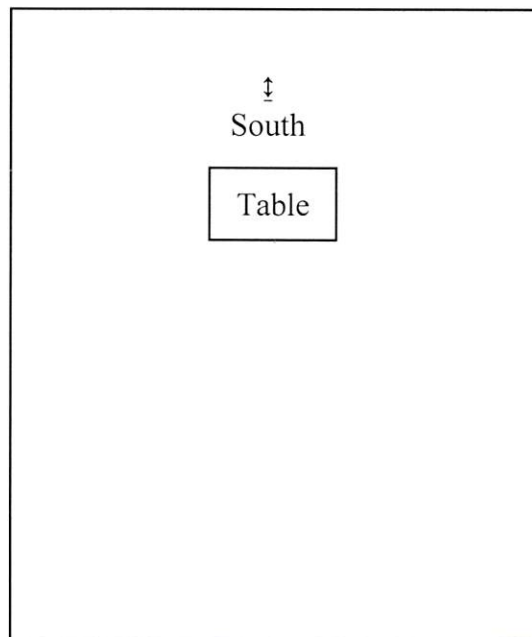
Equipment to be used: **Indicate details of arrangement on diagram. Include position of tables and/or equipment to be used. Please use a square for table, an x for chairs. A room set-up form must be submitted with all requests for room reservations and/or equipment.**

25 chairs are available for use
1 conference room table (seats 6)
8 large folding tables (18" x 72")
4 folding tables (18" x 60")
Speaker phone (ext. 2539)

*** Equipment available upon special request:**

Easel (bring paper)
LCD projector
Small speaker for LCD projector

All refreshments are provided by applicant.



Submitted by: _____ Date: _____

7/15
peggy/migrantconfm

North County Liaison

402 Farnel Road, Suite M, Santa Maria, CA 93458-4960 • (805) 349-0443 • FAX: (805) 928-5414