



# Santa Barbara County Education Office

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Service and Leadership • [www.sbceo.org](http://www.sbceo.org)

## NORTH COUNTY OFFICE, FARNEL ROAD BOARD 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.**

50 chairs are available for use.

6 hinged tables

6 folding tables (18" x 72")

23 folding tables (18" x 60")

**\* Equipment available upon special request:**

Flat screen for Video Conference

TV/VCR/DVD

Easel (bring paper)

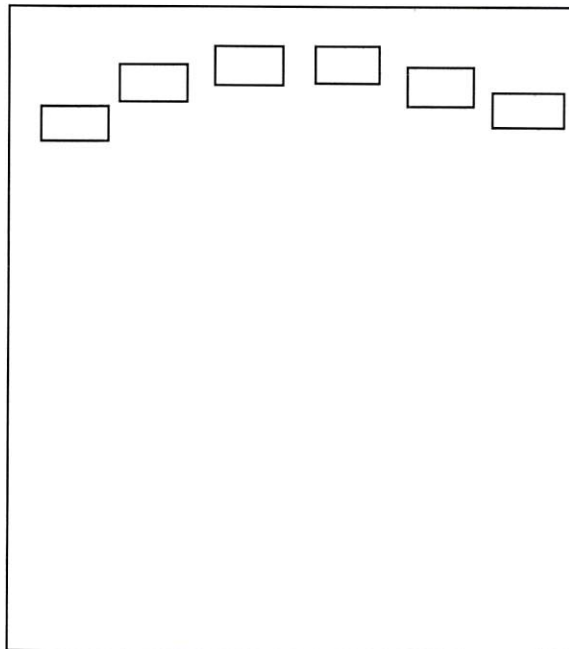
LCD projector

Small speaker for LCD projector

Podium

Speaker phone (ext. 2205)

Silver coffee pot



Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

peggy/boardroom  
7/15

North County Liaison

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