



# 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](http://www.sbceo.org)

## NORTH COUNTY OFFICE, FARNEL ROAD MIGRANT CONFERENCE ROOM

Requested by: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Time: \_\_\_\_\_ (AM) (PM) to \_\_\_\_\_ (AM) (PM)

Purpose of meeting: \_\_\_\_\_ Number expected: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

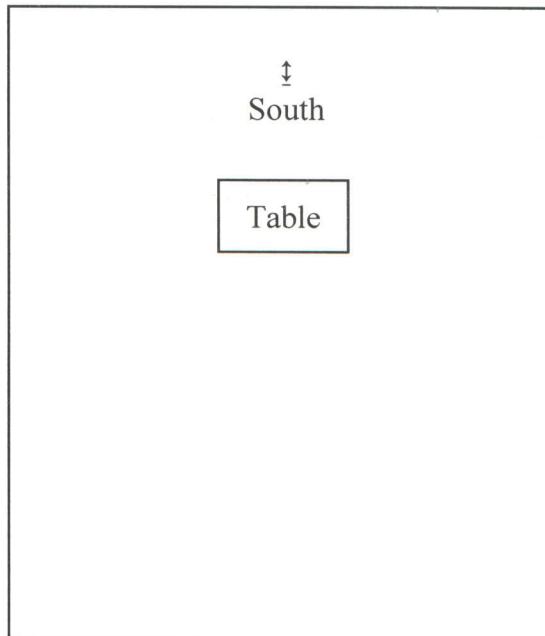
Equipment to be used: **Indicate details of arrangement on diagram. Include position of tables and/or equipment to be used. Please use a square for table, an x for chairs. \*Requests for equipment must be made at least 24 hours before date of meeting.**

- 25 chairs are available for use
- 1 conference room table
- 7 large folding tables (18" x 72")
- 3 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: \_\_\_\_\_

2/10/15  
 peggy/migrantconfm

North County Liaison

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