

# Auditorium Conference Arrangement



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

**Submit at least five (5) working days prior to event.**

Requested by: \_\_\_\_\_ Date submitted: \_\_\_\_\_ Date(s) of meeting: \_\_\_\_\_  
 Number expected: \_\_\_\_\_ Time: \_\_\_\_\_ (circle one) AM PM to \_\_\_\_\_ (circle one) AM PM  
 Contact person: \_\_\_\_\_ Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_

**Equipment – Indicate details of arrangement on diagram.**  
 Include position of tables and/or equipment to be used.

**Fire Department  
capacity regulations**

300 – seated assembly  
240 – dining

**• Standard (Check requirements.)**

\_\_\_ Tables: quantity \_\_\_\_\_

(Use symbol: 3'x6')

*Approximately 50 folding tables available.*

\_\_\_ Chairs: quantity \_\_\_\_\_

(Use symbol: X)

*Approximately 250 chairs available.*

\_\_\_ Podium/lecturn \_\_\_\_\_

*(located on stage)*

\_\_\_ Chalkboard \_\_\_\_\_

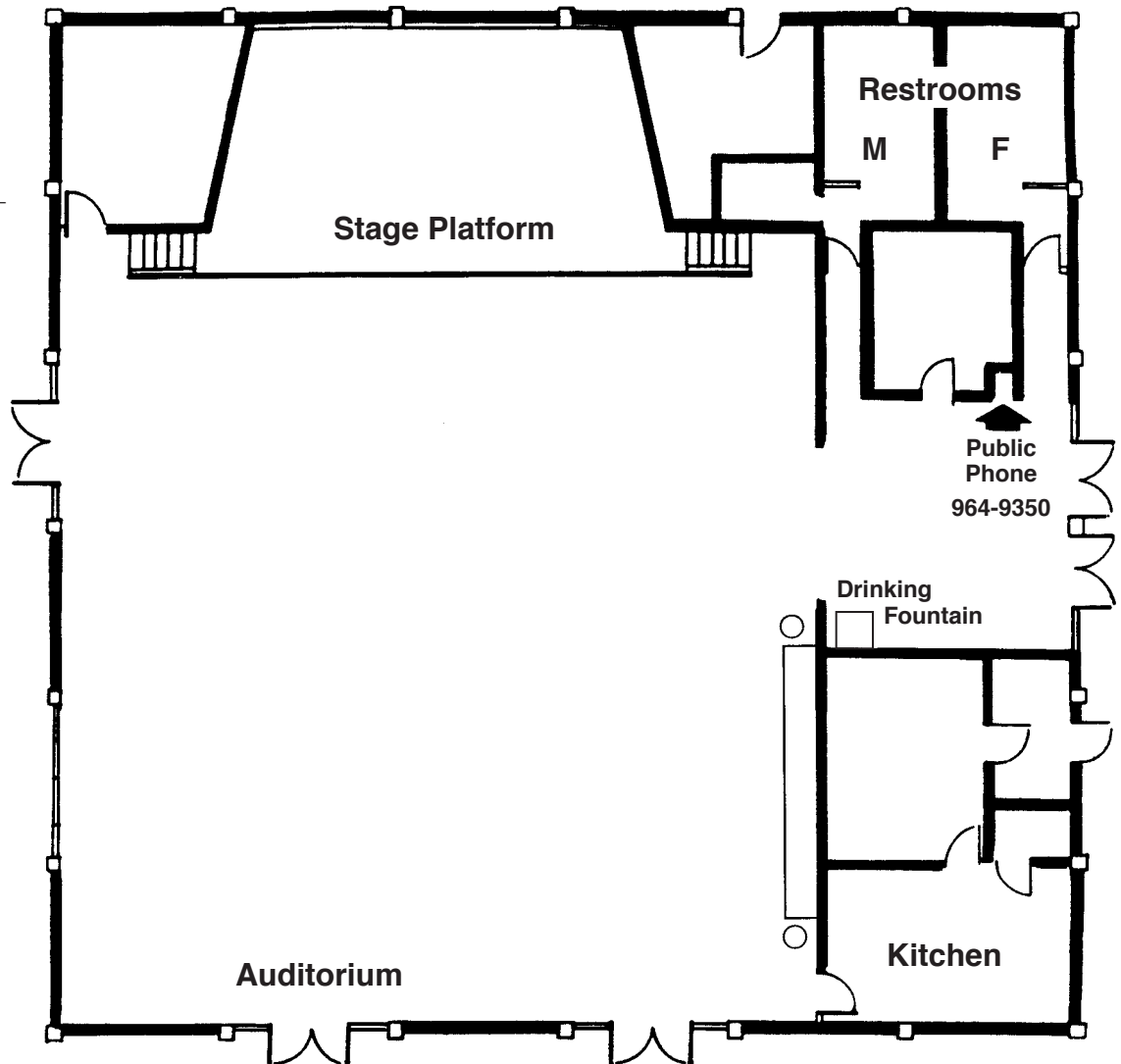
*(on rollers)*

\_\_\_ Screen \_\_\_\_\_

*(drops down from stage ceiling)*

**• Audio-Visual**

*For all audio-visual equipment requirements, contact Instructional Media Services, ext. 5255 or 5222.*



**Distribution:** White – Maintenance and Operations  
 Canary – Instructional Media/Delivery  
 Operations Supervisor  
 Pink – Requester Hold Copy

**For Internal Operations use only**

Set-up time: \_\_\_\_\_